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RULES



DOCUMENTS

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OF RULE CHANGES

Adopted July 1, 1972

AMENDED TO 1984

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RULES
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JUL 23 1980

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REVISIONS TO CIVIL SERVICE COMMISSION RULES FROM
THE ORIGINAL ADOPTION DATE OF JULY 1, 1972 THROUGH
JULY 31, 1980 (IN ORDER OF RULE NUMBER)

RULE	RULE SECTION	PAGE NUMBER	ACTION	ADOPTION DATE	EFFECTIVE DATE	REMARKS
1	1.02	1	Amend	11-15-76	11-15-76	
	1.03	1	Amend	03-21-77	03-21-77	Add pages 1(a), 1(b), 1(c) & 1(d)
2	2.01.3	2	Amend	11-15-76	11-15-76	
	2.02A	2	Add	06-20-77	06-20-77	
	2.03A	2	Add	06-20-77	06-20-77	
	2.07	2	Amend	11-15-76	11-15-76	
	2.09	3	Amend	11-15-76	11-15-76	
	2.18	3	Amend	11-15-76	11-15-76	
	2.22	3	Amend	11-15-76	11-15-76	
	2.26.1	4	Amend	11-15-76	11-15-76	Further Amended 06-20-77, 10-22-79
	2.26.2	4	Amend	11-15-76	11-15-76	
	2.29	4	Add	06-20-77	06-20-77	Reissued page 10-22-79
3	3.01	4	Amend	05-17-76	05-17-76	Reissued page 10-22-79
	3.02	5	Amend	11-15-76	11-15-76	Further Amended 04-18-78
	3.04	5	Amend	11-15-76	11-15-76	
	3.04(i)	5	Add	10-02-79	10-02-79	
	3.06	6	Amend	05-16-77	05-16-77	
4	4.01	6	Amend	10-16-72	10-16-72	Further Amended & Eff. 11-15-76
	4.03	7	Amend	12-15-75	12-15-75	Further Amended & Eff. 11-15-76
	4.06	7	Amend	11-15-76	11-15-76	
	4.07	7-8	Amend	11-15-76	11-15-76	
5	5.01	8	Amend	11-15-76	11-15-76	
	5.08	8	Amend	11-15-76	11-15-76	
	5.05	8-9	Amend	12-15-75	12-15-75	
	5.06	9	Amend	11-15-76	11-15-76	Further Amended & Eff. 04-4-77
	5.07	9	Amend	11-15-76	11-15-76	
	5.09	9	Amend	11-15-76	11-15-76	Further Amended & Eff. 04-18-78
	5.10	10	Amend	11-15-76	11-15-76	
	5.11	10	Amend	11-15-76	11-15-76	
	5.13	10	Amend	05-07-73	05-07-73	Further Amended & Eff. 11-15-76
	5.14	10	Add	04-04-77	04-04-77	
	5.15	10	Add	07-17-77	07-18-77	
6	Title	10	Amend	06-27-77	06-27-77	
	6.01	10	Amend	05-07-75	05-07-75	Further Amended & Eff. 11-15-76
	6.02	11	Amend	11-15-76	11-15-76	
	6.03	12	Amend	11-15-76	11-15-76	
	6.04	12	Amend	11-15-76	11-15-76	
	6.05	12-13	Amend	02-02-76	02-02-76	Further Amended & Eff. 11-15-76
	6.06	13	Amend	02-02-76	02-02-76	Further Amended & Eff. 11-15-76, 06-27-77 & 01-08-79-Add pgs 13b & 13c
	6.07	13(a)	Amend	06-27-77	06-27-77	Add pg 13 (a)
	6.08	13(a)	Amend	11-15-76	11-15-76	
	6.09	13(a)	Amend	11-15-76	11-15-76	
	6.10	13(a)	Amend	11-15-76	11-15-76	
	6.11	13(a)	Amend	11-15-76	11-15-76	
7	7.03	14	Amend	04-04-77	04-04-77	
	7.05	14-15	Amend	04-04-77	04-04-77	
	7.07	15	Amend	04-04-77	04-04-77	
	7.08	15	Amend	04-04-77	04-04-77	
8	8.01	16	Amend	04-04-77	04-04-77	
	8.02	16	Amend	04-04-77	04-04-77	
	8.03	16	Amend	04-04-77	04-04-77	
	8.04	16	Amend	11-15-76	11-15-76	
	8.05	16	Amend	11-15-76	11-15-76	

RULE	RULE SECTION	PAGE NUMBER	ACTION	ADOPTION DATE	EFFECTIVE DATE	REMARKS
8	8.06	16	Amend	11-15-76	11-15-76	
	8.07	17	Amend	11-15-76	11-15-76	
	8.09	17	Amend	11-15-76	11-15-76	
9	9.03	18	Add	04-04-77	04-04-77	Add New Section; Renumber Old Sec.
	9.04	18	Add	04-04-77	04-04-77	Add New Section; Renumber Old Sec.
	9.05	18	Renumber	04-04-77	04-04-77	Formerly Section 9.03
	9.06	18	Amend	01-21-80	01-21-80	Reissued pages 18 - 25
	9.07	19	Amend	04-04-77	04-04-77	
	9.09	19	Amend	04-04-77	04-04-77	
	9.10	19	Amend	04-04-77	04-04-77	
	9.11	19-20	Amend	04-04-77	04-04-77	
	9.12	20	Amend	04-04-77	04-04-77	
	9.13	20	Add	04-04-77	04-04-77	Add New Section; Renumber Old Sec.
	9.14	20	Renumber	04-04-77	04-04-77	Formerly Section 9.13
			Amend	04-04-77	04-04-77	
	9.15	20-21	Renumber	10-04-76	10-04-76	Formerly Section 9.14
			Amend	10-04-76	10-04-76	
	9.16	22	Add	10-02-79	10-02-79	Formerly Section 9.15 Amended 4-4-77
	9.17	23	Renumber	04-04-77	04-04-77	Formerly Section 9.16
			Amend	04-04-77	04-04-77	
	9.18	24	Delete	04-04-77	04-04-77	
			Add	04-04-77	04-04-77	
	9.19	24	Delete	04-04-77	04-04-77	Reissued pgs 21,22,26 & 27 10-11-79
			Add	04-04-77	04-04-77	
	9.20	24-25	Add	08-01-77	08-01-77	Reissued pgs 18-25 01-25-80
10	Entire Rule	25-26	Delete	01-03-77	01-05-77	
	Entire Rule	26-27	Add	01-03-77	01-05-77	
	10.02	26	Amend	10-02-79	10-02-79	Add New pgs 10a & 10b
	10.05	27	Amend	10-02-79	10-02-79	Add New pgs 10a & 10b
11	Entire Rule	26-27	Delete	01-03-77	01-05-77	
	Entire Rule	28-31	Add	01-03-77	01-05-77	
	11.02(c)	28-31	Add	02-04-80	02-08-80	Reissued pgs 28-31
	11.05(a)	30	Amend	04-04-77	04-04-77	
12	Entire Rule	27-28	Delete	01-03-77	01-05-77	
	Entire Rule	32	Add	01-03-77	01-05-77	
13	Entire Rule	28-30	Delete	01-03-77	01-05-77	
	Entire Rule	32a & 32b	Add	01-03-77	01-05-77	Add pages 32(a) & 32(b)
14	Entire Rule	30-32	Delete	01-03-77	01-05-77	
	Entire Rule	32(c)	Add	01-03-77	01-05-77	
	14.01 (b)	32(c)	Amend	01-17-77	01-17-77	
15	Entire Rule	32-33	Delete	01-03-77	01-05-77	
16	NO CHANGES					
17	NO CHANGES					
18	NO CHANGES					
19	19.18	43	Add	04-02-79	04-02-79	
	Entire Rule	39-43	Amend	10-15-79	10-29-79	Reissued pgs 39 thru 43
20	Entire Rule	43-45	Delete	01-03-77	01-05-77	
	Entire Rule	43-45	Add	01-03-77	01-05-77	Reissued page 43 10-15-79
	20.01	43	Amend	04-04-77	04-04-77	Reissued page 43 10-15-79
	20.06	45a & 45b	Add	10-15-79	10-15-79	Add pgs 45a & 45b
21	NO CHANGES					
22	22.04	47	Amend	01-03-77	01-05-77	
	22.11	50	Delete	04-04-77	04-04-77	
	Entire Rule	47-59	Delete	04-21-80	05-01-80	
	Entire Rule	47-59c	Add	04-21-80	05-01-80	
	22.01	47	Add	04-21-80	05-01-80	
	22.02A*	48-50	Add	04-21-80	05-01-80	
	22.02B*	50-53	Add	04-21-80	05-01-80	
	22.02C	54	Add	04-21-80	05-01-80	

RULE	RULE SECTION	PAGE NUMBER	ACTION	ADOPTION DATE	EFFECTIVE DATE	REMARKS
22	22.02D	54	Add	04-21-80	05-01-80	Add New pgs 59a, 59b & 59c
	22.02E *	54-55	Add	04-21-80	05-01-80	
	22.03	56-58	Add	04-21-80	05-01-80	
	22.04	58	Add	04-21-80	05-01-80	
	22.05	58	Add	04-21-80	05-01-80	
	22.06	59	Add	04-21-80	05-01-80	
	22.07	59	Add	04-21-80	05-01-80	
	22.08	59	Add	04-21-80	05-01-80	
	22.09	59	Add	04-21-80	05-01-80	
	22.10	59	Add	04-21-80	05-01-80	
	22.11-.14	59a	Add	04-21-80	05-01-80	
23	23.02(g)	51	Add	04-15-74	04-15-74	
	23.11	54	Correct	06-17-77	06-17-77	Clerical Error Corrected
	Entire Rule	51-54	Delete*	04-21-80	05-01-80	Amended & Consolidated with Rule 22
24	Entire Rule	55-58	Delete	04-21-80	05-01-80	Amended & Consolidated with Rule 22
25	25.02	59	Amend	04-04-77	04-13-77	
	25.03	59	Add	04-04-77	04-13-77	
	25.04	59(a)	Add	04-04-77	04-13-77	Add page 59(a)
	25.05	59(a)	Add	04-04-77	04-13-77	Add page 59(a)
	Entire Rule	59-59a	Delete	04-21-80	05-01-80	Add pgs 59b & 59c
	Entire Rule	59b-59c	Add	04-21-80	05-01-80	
	25.01-.02	59b	Add	04-21-80	05-01-80	
	25.03-.05	59c	Add	04-21-80	05-01-80	
26	Entire Rule	59b	Add		04-13-77	ReNUMBER page 59 to 59(b)
	Entire Rule	59d	Add		05-01-80	ReNUMBER page 59b to 59(d)
27	NO CHANGES					
28	28.05	62-62a	Add	06-29-73	06-29-73	Add page 62(a)
29	NO CHANGES					
30	NO CHANGES					
31	31.04	67-68	Add	10-17-77	10-17-77	
32	Entire Rule	69a-69b	Amend	06-15-78	06-15-78	Add pgs 69c-69g, 06-04-79
	32.02	69	Amend	06-04-79	06-11-79	Reissued & Corrected Clerical Error
	32.06a	69a	Amend	06-04-79	06-11-79	
	32.08b	69b	Add	06-04-79	06-11-79	Amended 06-29-78 Add Appendix A
	32.09-.11	69c-69g	Add	06-04-79	06-11-79	
33	33.04	68	Amend	01-03-77	01-05-77	
	Entire Rule	69c			06-15-78	ReNUMBER page 69c to 69h
	Entire Rule	69h, 69i	Amend	10-16-78	10-16-78	Add page 69i
34	Entire Rule	70-72	Amend	06-06-77	06-06-77	
35	NO CHANGES					
36	NO CHANGES					
37	Entire Rule	80	Delete	12-18-78	12-18-78	Remove page 80
38	Entire Rule	81	Delete	12-18-78	12-18-78	Remove page 81
39	Entire Rule	82-96	Add	05-02-77	05-02-77	
	39.21	87	Correct	06-30-77	06-30-77	
40	Entire Rule	97	Add	02-21-78	02-24-78	
	Entire Rule	97	Amend	02-04-80	02-08-80	Reissued page 97

* At publication time of this summary, action was still pending before the Board Of Supervisors regarding the new CSC Rule 22. Thus, until the Board of Supervisors ratifies new CSC Rule 22, the following sections, 22.02 A, 22.02 B, & 22.02 E are not in effect. Likewise, CSC Rule 23 is still in effect and should not be deleted until the Board approves the new sections.

REVISIONS TO CIVIL SERVICE COMMISSION RULES FROM THE
ORIGINAL ADOPTION DATE OF JULY 1, 1972 THROUGH
JUNE 30, 1978 (IN ORDER OF RULE NUMBER)

RULE SECTION	RULE SECTION	PAGE NUMBER	ACTION	ADOPTION DATE	EFFECTIVE DATE	REMARKS
1	1.02	1	Amend	11-15-76	11-15-76	
	1.03	1	Amend	3-21-77	3-21-77	Add pages 1(a),1(b),1(c) & 1(d)
2	2.01.3	2	Amend	11-15-76	11-15-76	
	2.02A	2	Add	6-20-77	6-20-77	
	2.03A	2	Add	6-20-77	6-20-77	
	2.07	2	Amend	11-15-76	11-15-76	
	2.09	3	Amend	11-15-76	11-15-76	
	2.18	3	Amend	11-15-76	11-15-76	
	2.22	3	Amend	11-15-76	11-15-76	
	2.26.1	4	Amend	11-15-76	11-15-76	Further amended & eff. 6-20-77
	2.26.2	4	Amend	11-15-76	11-15-76	
	2.29	4	Add	6-20-77	6-20-77	
3	3.01	4	Amend	5-17-76	5-17-76	
	3.02	5	Amend	11-15-76	11-15-76	Further amended & eff. 4-18-78
	3.04	5	Amend	11-15-76	11-15-76	
	3.06	6	Amend	5-16-77	5-16-77	
4	4.01	6	Amend	10-16-72	10-16-72	Further amended & eff. 11-15-76
	4.03	7	Amend	12-15-75	12-15-75	Further amended & eff. 11-15-76
	4.06	7	Amend	11-15-76	11-15-76	
	4.07	7-8	Amend	11-15-76	11-15-76	
5	5.01	8	Amend	11-15-76	11-15-76	
	5.03	8	Amend	11-15-76	11-15-76	
	5.05	8-9	Amend	12-15-75	12-15-75	
	5.06	9	Amend	11-15-76	11-15-76	Further amended & eff. 4-4-77
	5.07	9	Amend	11-15-76	11-15-76	
	5.09	9	Amend	11-15-76	11-15-76	Further amended & eff. 4-18-78
	5.10	10	Amend	11-15-76	11-15-76	
	5.11	10	Amend	11-15-76	11-15-76	
	5.13	10	Amend	5-7-73	5-7-73	Further amended & eff. 11-15-76
	5.14	10	Add	4-4-77	4-4-77	
	5.15	10	Add	7-17-77	7-18-77	
6	Title	10	Amend	6-27-77	6-27-77	
	6.01	10	Amend	5-7-75	5-7-75	Further amended & eff. 11-15-76
	6.02	11	Amend	11-15-76	11-15-76	
	6.03	12	Amend	11-15-76	11-15-76	
	6.04	12	Amend	11-15-76	11-15-76	
	6.05	12-13	Amend	2-2-76	2-2-76	Further amended & eff. 11-15-76
	6.06	13	Amend	2-2-76	2-2-76	Further amended-11-15-76&6-27-77
	6.07	13(a)	Amend	6-27-77	6-27-77	Add Page 13(a)
	6.08	13(a)	Amend	11-15-76	11-15-76	
	6.09	13(a)	Amend	11-15-76	11-15-76	
	6.10	13(a)	Amend	11-15-76	11-15-76	
	6.11	13(a)	Amend	11-15-76	11-15-76	

RULE	RULE SECTION	PAGE NUMBER	ACTION	ADOPTION DATE	EFFECTIVE DATE	REMARKS
7	7.03	14	Amend	4-4-77	4-4-77	
	7.05	14-15	Amend	4-4-77	4-4-77	
	7.07	15	Amend	4-4-77	4-4-77	
	7.08	15	Amend	4-4-77	4-4-77	
8	8.01	16	Amend	4-4-77	4-4-77	
	8.02	16	Amend	4-4-77	4-4-77	
	8.03	16	Amend	4-4-77	4-4-77	
	8.04	16	Amend	11-15-76	11-15-76	
	8.05	16	Amend	11-15-76	11-15-76	
	8.06	16	Amend	11-15-76	11-15-76	
	8.07	17	Amend	11-15-76	11-15-76	
	8.09	17	Amend	11-15-76	11-15-76	
9	9.03	18	Add	4-4-77	4-4-77	Add new section; renumber old sec.
	9.04	18	Add	4-4-77	4-4-77	Add new section; renumber old sec.
	9.05	18	Renumber	4-4-77	4-4-77	Formerly Section 9.03
	9.06	18-19	Renumber	4-4-77	4-4-77	Formerly Section 9.04
			Amend	4-4-77	4-4-77	
	9.07	19	Amend	4-4-77	4-4-77	
	9.09	19	Amend	4-4-77	4-4-77	
	9.10	19	Amend	4-4-77	4-4-77	
	9.11	19-20	Amend	4-4-77	4-4-77	
	9.12	20	Amend	4-4-77	4-4-77	
	9.13	20	Add	4-4-77	4-4-77	Add new section; renumber old sec.
	9.14	20	Renumber	4-4-77	4-4-77	Formerly Section 9.13
			Amend	4-4-77	4-4-77	
	9.15	20-21	Renumber	10-4-76	10-4-76	Formerly Section 9.15
			Amend	10-4-76	10-4-76	
	9.17	23	Renumber	4-4-77	4-4-77	Formerly Section 9.16
			Amend	4-4-77	4-4-77	
	9.18	24	Delete	4-4-77	4-4-77	
			Add	4-4-77	4-4-77	
	9.19	24	Delete	4-4-77	4-4-77	
			Add	4-4-77	4-4-77	
	9.20	24 & 25	Add	8-1-77	8-1-77	
10	Entire Rule	25 & 26	Delete	1-3-77	1-5-77	
	Entire Rule	26 & 27	Add	1-3-77	1-5-77	
11	Entire Rule	26 & 27	Delete	1-3-77	1-5-77	
	Entire Rule	28-31	Add	1-3-77	1-5-77	
	11.05(a)	30	Amend	4-4-77	4-4-77	
12	Entire Rule	27 & 28	Delete	1-3-77	1-5-77	
	Entire Rule	32	Add	1-3-77	1-5-77	
13	Entire Rule	28-30	Delete	1-3-77	1-5-77	
	Entire Rule	32(a) & 32(b)	Add	1-3-77	1-5-77	Add pages 32(a) & 32(b)
14	Entire Rule	30-32	Delete	1-3-77	1-5-77	
	Entire Rule	32(c)	Add	1-3-77	1-5-77	
	14.01(b)	32(c)	Amend	1-17-77	1-17-77	
15	Entire Rule	32-33	Delete	1-3-77	1-5-77	

RULE	RULE SECTION	PAGE NUMBER	ACTION	ADOPTION DATE	EFFECTIVE DATE	REMARKS
16	No changes					
17	No changes					
18	No changes					
19	No changes					
20	Entire Rule	43-45	Delete	1-3-77	1-5-77	
	Entire Rule	43-45	Add	1-3-77	1-5-77	
	20.01	43	Amend	4-4-77	4-4-77	
21	No changes					
22	22.04	47	Amend	1-3-77	1-5-77	
	22.11	50	Delete	4-4-77	4-4-77	
23	23.02(g)	51	Add	4-15-74	4-15-74	
	23.11	54	Correct	6-17-77	6-17-77	Clerical error corrected
24	No changes					
25	25.02	59	Amend	4-4-77	4-13-77	
	25.03	59	Add	4-4-77	4-13-77	
	25.04	59(g)	Add	4-4-77	4-13-77	Add page 59(a)
	25.05	59(a)	Add	4-4-77	4-13-77	Add page 59(a)
26	Entire Rule	59(b)			4-13-77	ReNUMBER page 59 to 59(b)
27	No changes					
28	28.05	62-62(a)	Add	6-29-73	6-29-73	Add page 62(a)
29	No changes					
30	No changes					
31	31.04	67-68	Add	10-17-77	10-17-77	
32	Entire Rule	69(a)&69(b)	Amend	6-15-78	6-15-78	Add pages 69(c) to 69(g)
	32.08	69(b)	Amend	6-29-78	6-29-78	Add Appendix A
33	33.04	68	Amend	1-3-77	1-5-77	
	Entire Rule	69(c)			6-15-78	ReNUMBER page 69(c) to 69(h)
34	Entire Rule	70-72	Amend	6-6-77	6-6-77	
35	No changes					
36	No changes					
37	No changes					
38	No changes					
39	Entire Rule	82-96	Add	5-2-77	5-2-77	
	39.21	87	Correct	6-30-77	6-30-77	
40	Entire Rule	97	Add	2-21-78	2-24-78	

CIVIL SERVICE COMMISSION RULES
AMENDMENT CONTROL SHEET

<u>Rule Change Number</u>	<u>Adoption Date</u>	<u>Effective Date</u>	<u>Rule Section</u>	<u>Page Number</u>	<u>Action</u>	<u>Remarks</u>
FISCAL YEAR 1977 - 1978						
77-1	7/18/77	7/18/77	5.15	10 & 11	Add	Replace pgs 10 & 11
77-2	8/1/77	8/1/77	9.20	24 & 25	Add	Replace pgs 24 & 25
77-3	8/30/77	8/30/77	19.11	42	Add	Replace page 42
77-4	10/17/77	10/17/77	31.03	62-69c	Add	Replace & Add pages
77-5	2/21/78	2/21/78	40	97	Add	Add page 97
77-6	4/17/78	4/17/78	3.02	5	Add	Replace page 5
77-6	4/17/78	4/17/78	5.09	9	Amend	Replace page 9
77-7	6/15/78	6/15/78	32 (A11)	69-69g	Amend	Replace & Add pages
77-8	6/29/78	6/29/78	32.08 A	69b	Amend	Replace page 69b

FISCAL YEAR 1978 - 1979						
78/79-1	10/16/78	10/16/78	33	69b-69i	Amend	Add page 69c
78/79-2	12/18/78	12/18/78	37.38	80 & 81	Delete	Discard pgs 80 & 81
78/79-3	1/8/79	1/8/79	6	13 & 13a	Amend	Add pgs 13b & 13c
78/79-4	4/2/79	4/2/79	19	43-47	Amend	Add section 19.18
78/79-5	6/4/79	6/4/79	32	69-69g	Amend	Replace various pgs

FISCAL YEAR 1979 - 1980						
79/80-1	10/2/79	10/2/79	3.04		Amend/Add	Replace pgs 4,5,6,7
79/80-1	10/2/79	10/2/79	9.16		Amend/Add	Replace pgs 8,9,21,
79/80-1	10/2/79	10/2/79	10.02,10.05		Amend/Add	Replace pgs 26 & 27
79/80-2	10/2/79	10/2/79	20.06	45a & 45b	Add	Add pgs 45a & 45b
79/80-3	10/15/79	10/15/79	19	39-43	Amend	Replace pages 39-43
79/80-4	1/21/80	1/21/80	9.06	18-25	Amend	Replace pages 18-25
79/80-5	2/4/80	2/4/80	11	28-31	Amend	Replace pages 28-31
79/80-6	2/4/80	2/4/80	40	97	Amend	Replace page 97
79/80-7	4/21/80	5/1/80	22	47-59c	Amend/Add	Replace pgs 47-59c
	4/21/80	5/1/80	23	51-59	Delete	Replace pages
	4/21/80	5/1/80	24	55-59	Delete	Delete & Replace pgs
	4/21/80	5/1/80	25	59b & 59c	Amend/Add	Add pgs 59b & 59c

FISCAL YEAR 1980 - 1981 - 80 - 81 - 84						
80/81-1			82/84-1			
			82/84-2			
			83/84-2			
			83/84-3			
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RULE 1

AUTHORITY AND PURPOSE

Section 1.01. RULES PRESCRIBED-AUTHORITY

Under the authority of Article XI of the Constitution of the State of California and under Section 3.661 of the Charter of the City and County of San Francisco, the Civil Service Commission of the City and County of San Francisco does prescribe and adopt these Rules which shall have the force and effect of law.

Section 1.02. PURPOSE

These Rules are prescribed for the purpose of implementing the Charter provisions, assuring continuance of the merit system, promoting efficiency in the dispatch of public business, and assuring all persons in the Classified Service and all persons seeking admission thereto fair and impartial treatment. (amended 11/15/76)

Section 1.03. AFFIRMATIVE ACTION PLAN AND POLICY FOR EQUAL OPPORTUNITIES (amended 3/21/77)

A. Policy

1. It is the policy of the Civil Service Commission of the City and County of San Francisco that the doors of opportunity be maintained wide open to women and minorities in or seeking employment to the Service, that selection of employees to positions within the Service be made on the basis of merit in a racially and politically neutral way, and that continuing programs be maintained to afford equal opportunities to women and minority persons to achieve meaningful employment at all levels.

2. Vigorous enforcement of the laws against discrimination shall be carried out at every level of each department toward the end that all persons, regardless of race, religion, sex, national origin, ethnicity, age, physical handicap, political affiliation or sexual orientation, shall have equal access to positions in the Service, limited only by their ability to do the job.

3. No person in the Classified Service or seeking admission thereto, shall be appointed, reduced, removed or in any way favored or discriminated against in employment or opportunity for employment because of race, color, sex, sexual orientation, political affiliation, age, religion or national origin.

4. No person in the Classified Service or seeking admission thereto shall be discriminated against by reason of the exercise of their constitutional right of free speech in any language. This section shall not preclude departmental action against employees for inability to perform their jobs. (Amended 9/8/80 - Rule Change Number 80/81-3)

B. Analysis of the Work Force

1. Each department shall maintain records of its work force composition by race, sex, ethnicity and classification. These records shall also reflect new employments, promotions, transfers, voluntary separations, and shall be reported to the Commission, Federal and State agencies as required. Individual employee names shall remain a confidential part of these records. The Commission shall make the non-confidential elements of these records available for public review upon request.

2. From the foregoing records, the Civil Service Commission staff shall annually prepare and report to the Commission an analysis of the work force to determine whether percentages of sex, race or ethnic groups in individual job classifications are substantially similar to the percentages of those groups available in the work force in the relevant job market who possess the basic job-related qualifications.

3. Whenever such analysis discloses substantial disparities within individual classifications, each element of the overall selection process shall be examined to determine which, if any, elements operate to exclude persons on the basis of sex, race or ethnic group. Such elements shall include but are not limited to, recruitment, testing, ranking, certification and interviewing. The examination of each element of the selection process shall at a minimum include a determination of its validity in predicting job performance.

C. Affirmative Action Program for Equal Opportunities

1. Where the Commission finds that invalid selection procedures have had an exclusionary effect the Commission shall establish goals and timetables for the specific job classification or occupational category, and shall initiate measures designed to assure that qualified members of affected groups are included within the pool of persons from which selections are made, all of which shall take into account the availability of funding and basically qualified persons in the relevant job market.

2. The Commission commits itself to a continuing responsibility for maintenance of the following affirmative steps designed to maintain equal employment opportunities:

a. The examination of each element of each selection process to determine, at a minimum, its job relationship validity in predicting job performance;

b. Outreach recruitment designed to attract qualified members of disadvantaged groups;

c. Job restructuring efforts with the cooperation of appointing authorities to organize work and redesign jobs in ways that provide entry level training opportunities for persons lacking "journeyman" level knowledge of skills to enter, and, with appropriate training, to progress in a career field;

d. Revamping of selection instruments or procedures as necessary in order to reduce or eliminate exclusionary effects on particular groups in particular job classifications;

e. Inclusion of women and minorities on oral appraisal boards when practicable. Oral appraisal board orientations shall be conducted in writing or by means of automatic recording devices, and all such written orientation records shall be retained with the permanent records of the examination and may be inspected by candidates in accordance with Rule 9.16 as to inspection of papers.

f. Systematic efforts to provide career advancement training, both classroom and on-the-job to employees locked into dead end jobs.

D. Dissemination of the Rule

Copies of the foregoing Affirmative Action Rule shall be available in all City Departments, which shall be responsible for its widest practicable dissemination. Members of oral appraisal boards shall be given copies of this Rule well in advance of interview sessions. The Rule shall be distributed to all recruitment sources, local media, and employee representative organizations.

E. Monitoring and Evaluation

The Human Rights Commission of the City and County of San Francisco shall quarterly review the compliance status of the Civil Service Commission in regard to this Rule and shall quarterly report its findings and recommendations to the Commissioners of the Civil Service Commission and to the Mayor. Upon request of the Human Rights Commission, the staff of the Civil Service Commission shall fully disclose all such non-confidential books, records, documents and other information as the Human Rights Commission shall deem relevant to the monitoring and evaluation function herein described. Upon request, the General Manager, Personnel, or his designee, shall appear and give testimony before the Human Rights Commission with respect to the Civil Service Commission's compliance with any of the provisions of this Rule.

F. Discrimination Complaints

1. Purpose

Pursuant to Charter Section 3.661, this Rule establishes procedures to review and resolve allegations of discrimination on the basis of race, religion, sex, national origin, ethnicity, age, physical handicap, political affiliation, sexual orientation, ancestry, marital status, color or medical condition (cancer related). Any employee or applicant may file a complaint alleging that he or she has been discriminated against as a result of any employment decision made by any agency, department or commission of the City and County of San Francisco. The sole purpose of proceedings under this Section is to provide a mechanism for the investigation and resolution of such charges of discrimination and to provide an appropriate remedy for the complainant where a determination is made that discrimination prohibited by this Rule has occurred.

2. Filing a Complaint of Discrimination

Filing a complaint under this Rule shall consist of the submission of a signed letter to the General Manager, Personnel, of the Civil Service Commission specifying those facts and reasons which support the charge. The letter of complaint must clearly state the basis upon which the charge of discrimination is filed and the specific adverse action about which he/she is complaining. The complainant bears the burden of proof and toward this end, should also provide supporting documents, names of witnesses and/or other facts that tend to corroborate the charge.

3. Filing Deadline Requirement

All such complaints must be filed, as specified above, within thirty (30) calendar days of the alleged discriminatory action or within thirty (30) calendar days of the date the complainant should have been aware of the alleged violation. The timely filing of said complaint under a specific Civil Service Commission approved departmental discrimination complaint procedure, where applicable, shall serve to satisfy this time requirement.

4. Discrimination Complaint Process

a. Upon receipt, the General Manager, Personnel, shall forward the complaint to the Assistant Secretary of the Civil Service Commission who shall forward copies of all such complaints to the San Francisco Human Rights Commission and to each member of the Civil Service Commission. The Civil Service Equal Employment Opportunity Unit (hereinafter EEO Unit) shall act on behalf of the General Manager, Personnel, for purposes of investigation, mediation, and/or any other resolution of all such complaints.

b. The EEO Unit shall contact the complainant for purposes of scheduling an initial intake interview and completion of the appropriate EEO complaint form. A copy of the Complaint shall immediately thereafter be forwarded to the department against whom charges have been made.

c. Within ten (10) working days of written notification to the department being charged, the EEO Unit shall contact both parties to determine if resolution of the complaint is possible. Both parties are strongly encouraged to voluntarily attempt resolution of the allegations. The EEO Unit shall serve as a vehicle to mediate an amicable settlement where possible. Such an attempt shall not imply any determination or concession by either party with regard to the merit of the charges. Successful attempts at resolution shall result in a written agreement signed by both parties. A copy of said agreement shall be submitted to the General Manager, Personnel, for review. Subject to those limits prescribed by law, resolution agreements shall be implemented as soon as practicable.

d. Should the attempt at resolution fail, the EEO Unit shall conduct an investigation of the charges. Such investigative authority shall include the reviewing and obtaining of copies of relevant documents, interviewing individuals and such other activity as may be necessary to obtain information pertinent to the specifics of the charges. The investigation shall result in the submission of an Investigative Report or a Recommendation of Dismissal to a panel of three persons of whom one shall be designated by the General Manager, Personnel, one by the Office of the Mayor and one by the San Francisco Human Rights Commission (hereinafter the Panel). This Panel shall constitute the Civil Service Commission's designee for purposes of hearing and disposition of employment discrimination complaints.

i) Recommendation of Dismissal

Where it appears after investigation that the complaint clearly fails to constitute a violation of this Rule, the EEO Unit shall prepare a Recommendation of Dismissal specifying the reasons therefor.

Said recommendation shall be forwarded to the Panel for review, to the complainant, and to the department charged with the alleged violation. Within ten (10) calendar days of the postmarked date of the Recommendation of Dismissal, the complainant may submit in writing to the EEO Unit, any facts or reasons opposing the Recommendation of Dismissal. The complainant's submission shall be immediately transmitted by the EEO Unit to the Panel. As soon as practicable after the receipt of complainant's submission or the expiration of complainant's time for submission, the Panel shall in writing dismiss the complaint or deny the Recommendation of Dismissal specifying the reasons therefor. Copies of the Panel's determination on the Recommendation of Dismissal shall be forwarded, within five (5) working days of the ruling, to the complainant and the department involved. No evidentiary hearing shall be held on the Recommendation of Dismissal. The complainant may seek review of a Panel's dismissal determination by the Civil Service Commission. The procedure and time limit for requesting such review shall be in accordance with Section 1.03F.4.d. (v) below.

ii) Investigative Report and Hearing

Where it appears after investigation that corroborative evidence exists to warrant hearing of the charges, an investigative report shall be forwarded to the Panel and the hearing scheduled. Both parties to the complaint shall be given at least ten working days notice of the date, time and location of the hearing. The complainant and the department shall have the right to have a representative at the hearing, call a reasonable number of witnesses, pose pertinent questions of opposing witnesses through the Chair of the Panel and present closing arguments.

The hearing shall be conducted in conformance with the Civil Service Discrimination Complaint Hearing Panel Procedures. A copy of these procedures may be obtained from the EEO Unit. The Panel shall issue written findings to both parties within 30 calendar days of the conclusion of the Hearing. When appropriate the findings shall include a remedy for complainant which shall be enforced as soon as practicable. The determination of the Panel shall be final thirty (30) calendar days from the postmarked date of the written findings unless either party to the complaint seeks review by the Civil Service Commission. The procedure and time limit for requesting such review shall be those set forth in Section 1.03F.4.d. (v) below. The final determination or settlement agreement reached under this Rule shall be binding upon and enforced by every employee and appointing officer.

iii) Any challenge to the jurisdiction of the Panel to hear a complaint must be submitted in writing to the EEO Unit for transmission to the Panel within 10 working days of the date of the written notice of complaint sent to the department against which charges have been made.

iv) Subject to budgetary considerations, the proceedings shall be recorded by a Court Reporter. It is not required that a formal transcript of the proceedings be made. Should any party desire a formal transcript, that party shall bear the cost of obtaining the transcript. No attorney fees shall be provided to any party pursuant to proceedings under this Rule.

v) Request for Review of a Panel Action

A request for review of a Panel dismissal determination or a decision after Hearing, may be filed in writing with the Assistant Secretary to the Civil Service Commission specifying the reasons therefor. The request for review must include, in detail, the specific issue(s) upon which the Panel dismissal or decision is challenged/and must be received in the Office of the Assistant Secretary to the Civil Service Commission no later than thirty (30) calendar days from the postmarked date of the Panel's written dismissal or decision. Requests for review will be referred to the Civil Service Commissioners to determine if the Commission will agree to review the matter. The Commission shall render its decision within thirty (30) calendar days of the receipt of the request for review. If after consideration of the written request a majority of the Commissioners do not consent to hear the matter, the request is denied and the action of the Panel is final. If the Commission agrees to grant the request for a review, the matter shall thereafter be calendared. At any review the taking of evidence and oral arguments will be permitted only as the Commission may determine. The decision of the Civil Service Commission shall be final and no reconsideration shall be allowed.

5. Where the allegations underlying a timely filed discrimination complaint also comprise the basis or are an element of a separate matter which is subject to hearing or determination by the Civil Service Commission in accordance with its Rules, the final determination reached under this Rule shall constitute a Finding of Fact and the merits of the discrimination charge shall not be reheard.

6. Complaints relative to examination matters covered by Rule 3.04, 5.06 or the Office of Revenue Sharing (ORS) Compliance Agreement of July 1979 shall not be processed under this rule but shall be dealt with by the General Manager, Personnel, of the Civil Service Commission.

7. It shall be a violation of this Rule to discriminate against, retaliate against or harass any employee or applicant because such employee has complained of or opposed any discrimination prohibited under this Rule or has made a complaint, testified, supplied evidence, assisted or participated in any manner in any investigation, proceeding or hearing under this Rule.

8. Any employee or applicant may file a complaint alleging that he or she has been retaliated against in violation of subsection F.7. of this Rule and any such complaint shall be filed and processed in the same manner as other discrimination complaints under this Rule.

9. Investigations, statements of witnesses and transcripts thereof taken pursuant to proceedings under this Rule shall be used only for the purposes set forth in subsection F.4. of this Rule and shall be held in confidence insofar as is practicable and fair.

10. This Rule does not preclude an individual's right to file the same or similar complaint, under any approved city department, board, or commission discrimination complaint process, or with any state or federal regulatory agency, or to litigate for relief. Where there exists a specific Civil Service Commission approved departmental discrimination complaint procedure, the complainant may opt to utilize that procedure first or may directly complain to the Civil Service Commission in accordance with this Rule.

11. When a complaint filed under this Rule is also filed with a state, federal or other agency duly authorized to investigate complaints of discrimination and to seek or impose relief, the Panel may determine that proceedings under this Rule shall be suspended and deferral accorded to that state, federal or other proceeding. When a charge of discrimination filed under this Rule is also the subject or an element of litigation, proceedings under this Rule shall cease and deferral accorded to the court.

G. Incorporation of Federal Guidelines

The Commission, consistent with this Rule, hereby adopts and incorporates the Federal affirmative action guidelines for local governments adopted by the United States Equal Opportunity Commission, the United States Commission on Civil Rights, the United States Department of Justice, the United States Department of Labor, the United States Civil Service Commission as adopted August 26, 1976.

H. Annual Supplementary Plan

1. Within 180 days of adoption of this Rule and annually thereafter, the Commission shall adopt a Supplementary Affirmative Action Plan for Equal Opportunities (Annual Plan) consistent with this Rule.

2. The Annual Plan shall include, at minimum, a report of the composition of the City workforce, a comparison of the City workforce with the available qualified San Francisco labor force by race, sex, and ethnicity, an identification of those classifications or occupational categories where substantial disparity exists, an analysis to determine the causes of disparity, and specific actions to be taken in order to resolve the discriminatory disparities within a defined timeframe.

3. The Annual Plan shall also include an evaluation and summary of the effects of specific actions undertaken in the previous year in order to determine the effectiveness of such measure.

4. In the development of the Annual Plan the Commission shall seek and consider the advice of experts, community representatives, city officials and recognized employee representatives. In order to accomplish this advisory function the Commission shall, upon recommendation of the Mayor, appoint an advisory group to assist in the development of the Annual Plan.

I. Delegation of Responsibility

1. The Commission authorizes the General Manager to create and maintain an Affirmative Action Division and provide such Division with necessary resources to execute this Rule pursuant to the Annual Plan.

2. The Commission recommends that all City appointing officers and Commissions assume responsibility for the development of Departmental Affirmative Action Plans pertinent to their jurisdiction and consistent with this Rule. It is suggested that each City department's Affirmative Action Plan include a policy statement, utilization of the workforce analysis, designation of responsibilities, and specific action items. The Civil Service Commission personnel staff will provide technical assistance to appointing officers and Commissions in order to assist in the administration of Departmental Affirmative Action Plans.

Section 1.04. SEVERABILITY

A. If any rule, section, paragraph, sentence, clause or phrase of these Rules is declared unconstitutional or void for any reason, such declaration shall not affect the validity of the remaining portions of these Rules. The Commission hereby declares that it would have prescribed and adopted these Rules, and each Rule, section paragraph, sentence, clause and phrase hereof, irrespective of the fact that any one or more rules, sections, paragraphs, sentences, clauses or phrases be declared unconstitutional or void.

B. The titles assigned to rules and sections are for reference purposes only, and shall not be considered as a substantive part of these Rules.

C. If there is any conflict in the provision of these Rules and the Administrative Code of the City and County of San Francisco, the Administrative Code language shall apply. (Amended 11/15/76)

Section 1.05. AMENDMENT OF RULES

The Commission may at any time amend these Rules. Any such proposed amendment shall be posted for a minimum of seven consecutive calendar days prior to adoption. Upon adoption, changes in the Rules shall be in effect and shall be printed. No change in the Rules shall affect a case pending before the Commission.

Section 1.06. COURT ACTIONS

In the event of an adverse decision in a legal action to which the Commission is a party, the City Attorney shall appeal through and to the highest court for final decision unless otherwise ordered by the Commission.

RULE 2

DEFINITIONS

Unless otherwise required by the context, the words herein listed and as used in these rules have the following meaning.

Section 2.01 APPOINTMENT

- | | | |
|--------|----------------------|--|
| 2.01 A | PERMANENT | An appointment made as a result of a certification from an eligible list to a permanent position or to a position declared permanent. (amended 8/29/83; CSC Rule Change Number 83/84-1) |
| 2.01 B | PROBATIONARY | Status of employees during a trial period following permanent appointment. (amended 8/29/83; CSC Rule Change Number 83/84-1) |
| 2.01 C | TEMPORARY | An appointment made to a temporary position as a result of certification from an eligible list. (amended 8/29/83; CSC Rule Change Number 83/84-2) |
| 2.01 D | PROVISIONAL | |
| | 1. NON-CIVIL SERVICE | An appointment to a permanent or temporary position in the absence of an available eligible or in an emergency which, in either case, is time limited to a maximum duration as provided elsewhere in these rules. |
| | 2. LIMITED TENURE | An appointment to a permanent or temporary position in the absence of an available eligible. Use of limited tenure appointment is restricted as provided in these rules. (added 8/29/83; CSC Rule Change Number 83/84-1) |

Section 2.02 APPOINTING OFFICER

The head of an organization unit having appointive authority within the organizational unit and the powers of a department head as defined in Section 3.501 of the Charter.

Section 2.02 A	APPOINTMENT DATE	The date on which an appointing officer notifies the Civil Service Commission of his/her selection from a list of eligibles certified by the Civil Service Commission. (added 6/20/77)
Section 2.03	BULLETIN BOARD	The official bulletin board, so designated, at the Personnel Department, used for posting of examinations and public announcements of the Commission.
Section 2.03 A	CERTIFICATION DATE	The date on which the Civil Service Commission notifies an appointing officer of the name(s) of eligible(s) from which appointment(s) can be made to fill position(s). (added 6/20/77)
Section 2.04	CHARTER	The Charter of the City and County of San Francisco.
Section 2.05	CITY	The City and County of San Francisco.
Section 2.06	CLASS	A position or group of positions for which a common descriptive job title may be used.
Section 2.07	CLASSIFICATION PLAN	All the classes which have been established, the procedures for maintaining the plan and the specifications or descriptions of each of the classes. (amended 11/15/76)
Section 2.08	CLASSIFIED SERVICE	Includes all positions in the city service subject to competitive examination and/or salary standardization.
Section 2.09	COMMISSION	The administrative body of Civil Service Commissioners empowered to enforce the Civil Service provisions of the Charter. (amended 11/15/76)
Section 2.10	COMMISSIONER	A member of the Civil Service Commission of the City and County of San Francisco, appointed by the Mayor.

Section 2.11	DEPARTMENT	Organizational unit or units under one appointing officer.
Section 2.12	ELIGIBLE	A person who has standing on an eligible list.
Section 2.13	ELIGIBLE LIST	A list of names of persons who have passed a civil service examination.
Section 2.14	EXECUTIVE SESSION	A meeting or part of a meeting of the Commission legally held in private or with the general public excluded.
Section 2.15	LAY-OFF	Separation from a position because of economy, lack of funds or lack of work.
Section 2.16	PERSONNEL DEPARTMENT	The Administrative Office of the Commission under the direction of the General Manager, Personnel.
Section 2.17	POSITION	Duties and responsibilities assigned by an appointing officer to be performed by one employee.
Section 2.18	POSITION-PERMANENT	A collection of duties, regardless of the source and nature of the funds, performed by one individual, which duties represent the ongoing work of the City and County. Such position(s) may be either (1) enumerated in the Annual Salary Ordinance or Salary Resolution of the School Districts for which funds have been provided on a continuing basis; or (2) a position declared to be permanent by action of the Commission under authority of Section 8.329 of the Charter. (amended 8/29/83; CSC Rule Change Number 83/84-1)
Section 2.19	POSITION-TEMPORARY	A position in which the duties and responsibilities exist for a maximum duration of 1040 hours except in the case of a special project defined elsewhere in these rules, for up to a maximum duration of 2080 hours. (amended 8/29/83; CSC Rule Change Number 83/84-1)

Section 2.20	POSITION- PART-TIME	Positions less than the established full-time normal schedule of hours per day or days per week.
Section 2.21	DELETED 8/29/83	
Section 2.22	POSITION-EXEMPT	Temporary or permanent positions exempted from being filled from eligible lists in accordance with the provisions in Section 8.300 of the Charter. (amended 11/15/76)
Section 2.23	POSITION- SCHOOL TERM ONLY	Positions in the School Districts established for school term periods only.
Section 2.24	POST	To place on the Official Bulletin Board of the Commission.
Section 2.25	SCHOOL DISTRICTS	San Francisco Unified School District and San Francisco Community College District.
Section 2.26.A	SENIORITY- CIVIL SERVICE	
	1. PERMANENT	Seniority shall be determined by the date of certification which resulted in a permanent appointment to a position in a classification in a department. In the event of identical dates, seniority shall be determined by rank on the eligibility list, the higher eligible being the senior. (amended 11/15/76; 6/20/77) See also CSC Rule 32.02.a.1.
	2. TEMPORARY (FROM ELIGIBLE LIST)	Seniority shall be determined by the date of certification which resulted in a temporary appointment to a temporary position in a classification in a department. In the event of identical dates, seniority shall be determined by rank on the eligible list, the higher eligible being the senior. (amended 11/15/76; 6/20/77)

3. LIMITED
TENURE

Seniority shall be determined by the date an appointee starts to work in a position in a classification in a department on a limited tenure basis. Seniority in the event of ties, shall be determined by the appointing officer. (amended 11/15/76; 6/20/77)

Employees who resign or are terminated and subsequently are reappointed shall have their seniority determined by their new dates of certification following separation. (amended 11/15/76)

Section 2.26.B	SENIORITY- DEPARTMENTAL	Seniority for shift and work assignments, vacation or holiday schedule is determined by the appointing officer, and is not within the authority of the Civil Service Commission. (amended 11/15/76)
Section 2.27	SERVICE	The City and County of San Francisco government service, including the classified positions in the School Districts.
Section 2.27 A	START WORK DATE	The date on which an appointee is first reported on the timeroll as working.
Section 2.28	TIME PERIODS	Reference to time periods such as one week or one month, etc., shall mean calendar days unless the rule specifically refers to working days.
Section 2.29	VALIDATION DATE	The date on which the Civil Service Commission notifies an appointing officer that it has approved an appointment.

RULE 3

ADMINISTRATION

Section 3.01. ELECTION OF PRESIDENT AND VICE-PRESIDENT

At its first Regular Meeting in June of each year, the Commission shall elect one of its members President and one of its members Vice-President, and each shall hold office for a term ending May 31 of the next succeeding year or until a successor has been elected. (amended 5/17/76)

Section 3.02. DUTIES OF PRESIDENT AND VICE PRESIDENT

The President shall preside at all meetings of the Commission and shall act as spokesperson for the Commission. The President or the Commission may establish such standing or special committees as deemed necessary. Nothing in these Rules shall prohibit the President from making or seconding a motion and otherwise fully participating as a Commissioner. (amended 11/15/76 and 4/17/78 - Rule Change Number 77/78-6)

The Vice President shall assume the duties of the President when the President is absent, or when the President shall designate the Vice President to act. In the event of the death, resignation or permanent disability of the President, the Vice President shall act for the President until the Commission shall elect a President to serve until the normal expiration of the term of the succeeded President. When acting for the President, the Vice President shall have all of the powers of the President and shall assume all of the duties of the President. (amended 11/15/76)

Section 3.03. SECRETARY

The Commission shall appoint a Secretary who shall be the Executive Officer of the Commission and who shall hereinafter be titled, General Manager, Personnel, and who shall hold office at the pleasure of the Commission.

Section 3.04. DUTIES OF GENERAL MANAGER, PERSONNEL

In the performance of all duties, the General Manager, Personnel, shall be responsible to the Commission. The duties of the General Manager, Personnel, shall be as follows: (amended 11/15/76)

- a) Delegate duties where necessary and supervise and direct the work of all persons employed in the Personnel Department, or engaged in preparing, conducting, or scoring examinations. (amended 11/15/76)
- b) Keep the minutes and other records of the Commission, and certify to the same when required.
- c) Administer and make effective the provisions of these rules, establishing such administrative controls as may be necessary.
- d) Make recommendations relative to matters of policy and for necessary amendments to these rules.
- e) Report to the Commission from time to time as directed concerning the details of the work of the Personnel Department.
- f) Prepare the budget for the Personnel Department; approve accounts; and administer generally the expenditure of funds appropriated for the operation of the Personnel Department.

g) Recommend to the Commission the appropriate classification of all positions in the Classified Service; maintain a schematic list of all classes in the Classification Plan; and prepare and maintain specifications for each class.

h) Direct the compilation of salary and wage data in accordance with the Charter for the Commission and shall be responsible for the administration of the salary plan.

i) Direct the order, preparation, and conduct of all examinations.

The General Manager, Personnel shall: (amended 11/15/76)

1. Determine the examinations to be conducted on an Entrance, Promotive or combination Entrance and Promotive basis. (amended 10/2/79 Rule Change Number 79/80-1)

2. Determine the minimum qualifications of applicants; the subjects to be covered in each examination; methods of testing, and the relative weights.

3. Prepare, post and distribute to appropriate departments bulletins announcing examinations.

4. Prepare the content or questions to be used in each examination, together with the standards or key answers.

5. Make arrangements for and supervise the conduct of the examination, appointing experts, special examiners, and other persons as he deems necessary. (amended 11/15/76)

6. Grade examination papers, evaluate the qualifications of applicants, and set passing marks. (amended 11/15/76)

7. Pass upon all questions relating to the eligibility of applicants; the determination of next lower ranks in promotive examinations; the admissibility of applicants to the examination; extensions of time and all questions arising during the course of an examination, subject to appeal to the Commission as provided in Rule 5, Section 5.06.

8. The General Manager, Personnel may authorize use of rosters of eligibles established by a trade, craft or occupation joint apprenticeship committee recognized by the State of California Department of Industrial Relations, Division of Apprenticeship standards and establish procedures to select from such rosters to fill apprenticeship positions or may authorize use of such rosters as the basis for establishing apprenticeship eligibility lists. (amended 10/2/79; Rule Change Number 79/80-1)

9. Determine the number of members comprising Qualifications Appraisal Boards. (amended 10/2/79 Rule Change Number 79/80-1)

j) Perform all functions necessary for the proper implementation of these rules and the provisions of the Charter relating to Civil Service administration, and such additional duties as may be assigned by the Commission. (amended 11/15/76)

Section 3.05. ASSISTANT GENERAL MANAGER, PERSONNEL

In the absence of the General Manager, Personnel, the Assistant General Manager, Personnel shall have all of the powers and duties of the General Manager, Personnel.

Section 3.06 ACTING GENERAL MANAGER (amended 5/16/77)

In the absence of the General Manager, Personnel; and the Assistant General Manager, Personnel, the General Manager, Personnel shall appoint a Division Manager, Personnel or an Assistant Division Manager, Personnel, to Acting General Manager, Personnel, until their return.

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MEETINGS OF THE COMMISSION

Section 4.01. REGULAR MEETINGS

A. Regular Meetings shall be held on the second and fourth Monday of each month at 2:00 p.m., in Room 282, City Hall, or at such other day, time, or place as the Commission at a prior Regular Meeting may designate. (amended 11/15/76; amended 2/27/84-CSC Rule Change Number 83/84-5)

B. Any change of time or place of meeting shall be posted on the door of Room 282.

C. When a Regular Meeting day falls on a holiday, the Commission shall meet on the next succeeding business day unless at a prior Regular Meeting it designates some other day for its meeting.

D. A Regular Meeting shall not be adjourned before 5:30 p.m., provided that, if in the judgment of the President of the Commission all calendared business has been concluded, the meeting may be adjourned at an earlier time. Persons having a matter on calendar who within five (5) working days following the date of the meeting requests in writing that their matter be recalendared because of their non-appearance due solely to the earlier adjournment time, shall have their matter recalendared for original consideration. Nothing contained herein shall be construed as barring the Commission from recessing from time to time during the continuance of the meeting.

Section 4.02. ADJOURNED REGULAR MEETING

The Commission may adjourn any Regular Meeting to a time and place specified. The adjourned meeting shall be part of the Regular Meeting.

Section 4.03. SPECIAL MEETINGS

A. Special Meetings may be called by the President only after forwarding written notice of intent to hold a Special Meeting to each Commissioner at least forty-eight (48) hours in advance of a poll conducted by the staff either in person or by telephone to determine a date convenient to all members of the Commission. If the President deems the purpose of the Special Meeting to be an emergency, the concurrence of a majority of the Commission, as determined by a telephone poll as directed by the President, shall be required. If the purpose of the Special Meeting is not an emergency, any Commissioner may preclude the holding of a Special Meeting on the day proposed by delivering to the General Manager, Personnel, a written notice of objection along with a statement of their reasons therefore. (amended 11/1/82-Rule Change Number 82/83-1)

B. Notice shall be sent by the General Manager, Personnel, to all concerned parties who have matters on the Special Meeting agenda. Such notice must be delivered personally or by mail at least 48 hours before the time of such meeting as specified in the notice. A copy shall also be posted on the Bulletin Board of the Personnel Department. The notice shall specify the time and place of the meeting and the business to be transacted. No other business shall be transacted except that for which the meeting is ordered. (amended 11/15/76)

Section 4.04. COMMISSION MEETINGS - PUBLIC

All meetings of the Commission shall be open to the public except as otherwise provided in Rule 4, Section 4.05, or as otherwise provided in these Rules or the Charter.

Section 4.05 EXECUTIVE SESSION

The Commission may hold executive sessions to consider the employment or dismissal of an officer or employee subject to the jurisdiction of the Commission, or to hear complaints or charges brought against such officer or employee, unless such officer or employee requests a public hearing.

Section 4.06. MINUTES

A. The General Manager, Personnel, shall record in the minutes, the time and place of each meeting, the names of the Commissioners present, all official acts of the Commission and the votes of the Commissioners. When requested, a Commissioner's dissent or approval, together with her/his reasons therefor, shall be recorded. (amended 11/15/76)

B. The minutes shall be written and presented for correction and approval at the next Regular Meeting. The minutes or a true copy thereof, certified by the President and by the General Manager, Personnel, shall be posted at least five days prior to the next Regular Meeting (amended 11/15/76)

Section 4.07. PERSONNEL ACTIONS - FORMAL COMMISSION APPROVAL NOT REQUIRED

The following reports of personnel transactions submitted by appointing officers or requests from employees made to the Personnel Department shall not require formal Commission approval, but shall be directly recorded on the service records of the employees:

- A. Notification from Retirement System of retirement of employee by reason of service or disability.
- B. Report of death of an employee.
- C. Entry into military service and separation from military service documents when presented by employee or eligible.
- D. Request of an eligible that her/his name be removed from an eligible list. (amended 11/15/76)
- E. Communications from appointing officers reporting assignments of employees from full-time to less than full-time positions, and from less than full-time to full-time positions in accordance with the Rules of the Commission.
- F. Suspensions imposed by appointing officers, as provided in Section 8.342 of the Charter, shall be recorded on the service records concerned when reported by the appointing officer.

RULE 5

GENERAL HEARING AND MEETING PROCEDURE

Section 5.01. COMMUNICATIONS

Communications requiring action by the Commission must be filed in writing in the Personnel Department. The General Manager, Personnel, shall maintain a register of communications received with disposition recorded. Such register shall be open for public inspection during regular business hours. (amended 11/15/76)

Communications not requiring action by the Commission under these Rules shall be processed by the General Manager, Personnel, as provided by these Rules, and proper notations shall be made on the pertinent records.

A Commissioner may request that any matter be calendared. All requests for hearing shall be calendared within a reasonable period of time. (amended 11/15/76)

Section 5.02. QUORUM

The majority of all the members of the Commission shall constitute a quorum and the concurrence of a majority shall be necessary to any action.

Section 5.03. SECOND OF MOTION

A motion made by any Commissioner shall require a second. (amended 11/15/76)

Section 5.04. ROLL CALL VOTE

A roll call vote may be requested by a Commissioner on any matter before the Commission.

Section 5.05. TIE VOTE

A tie vote on a negative motion - the motion is lost but the matter or request remains before the Commission for disposal.

A tie vote on an affirmative motion is lost and the matter or request before the Commission is denied.

If only four Commissioners are present and it is evident that they are not in agreement on the matter or request before the Commission, then any Commissioner or any interested party may request a postponement of action. (amended 12/15/75)

Section 5.06. APPEAL OF GENERAL MANAGER'S ACTION

An action by the General Manager, Personnel, on examination matters delegated to the General Manager, Personnel, may be appealed to the Commission provided such appeal is received in the Personnel Department before 12:00 Noon on the fifth (5) working day (excluding Saturday, Sundays, and Holidays) following the postmarked mailing date of notification to the appellant. The Commission's action on the appeal shall be final and no reconsideration request shall be allowed. (amended 11/15/76 and 4/4/77)

An action by the General Manager, Personnel, on other matters may be appealed to the Commission provided such appeal is received within thirty (30) calendar days following the postmarked mailing date of notification to the appellant. The Commission's action shall be final and no reconsideration request shall be allowed. (amended 11/15/76 and 4/4/77)

Section 5.07. RECONSIDERATION OF COMMISSION ACTION (amended 11/15/76)

A reconsideration request of a Commission action may be filed in writing specifying the reasons therefor. The request for reconsideration of previous Commission action must include in detail new information not previously considered. (amended 11/15/76)

A request for reconsideration must be received in the Personnel Department no later than thirty (30) calendar days following the postmarked mailing date of notification of the Commission's action. (amended 11/15/76)

Requests for reconsideration will be referred to the Commissioners for determination as to whether the Commission will agree to reconsider the matter. If, after consideration of the written request a majority of the Commissioners do not consent to hear the matter, the request is denied and the previous action is final. (amended 11/15/76)

If the Commission agrees to grant the request for a reconsideration hearing, the matter shall thereafter be calendared. At any reconsideration the taking of evidence and oral arguments will be permitted only as to new information not previously considered by the Commission. Action by the Commission after a reconsideration hearing shall be final. (amended 11/15/76)

Section 5.08. MOOT QUESTIONS

Request for rulings on moot or hypothetical questions will not be considered.

Section 5.09. RULES OF ORDER

Except as otherwise provided herein, Robert's Rules of Order, in its latest revision, shall guide the Commission in its proceedings. (amended 11/15/76 and 4/17/78 - Rule Change Number 77/78-6)

Section 5.10. ITEMS HEARD OUT OF ORDER

A request that a calendared item be heard out of order shall be presented at the start of the meeting to the President stating the reason for the request. The President shall decide if the request will be granted. (amended 11/15/76)

Section 5.11. CALENDARED MATTERS TO BE POSTPONED

All calendared matters to be postponed shall be announced at the start of the meeting. (amended 11/15/76)

Section 5.12. MATTERS TO BE HEARD BY THE COMMISSION

Only matters that have been calendared will be heard by the Commission at any meeting. No oral requests for rulings will be considered. Notification of the Commission actions shall be mailed no later than the second working day following such action.

Section 5.13. ORDER OF PRESENTATION

The proponents of any calendared matter, who, in a hearing under Rule 6, shall be the appointing officer or departmental representative, shall first present their supporting arguments. The opponents of any calendared matter, who, in a hearing under Rule 6, shall be the terminated employee her/his attorney or authorized representative, shall then have the opportunity to present their arguments in opposition. The proponents and the opponents shall have the right to:

1. Call a reasonable number of witnesses;
2. Ask relevant questions of opposing parties and their witnesses; and
3. Present closing arguments.

The President or the Commission shall formally indicate when the taking of evidence at the hearing is closed. Thereafter, no taking or receipt of further evidence, information or documents shall be permitted without the express approval of the Civil Service Commission and without first apprising all parties involved in the hearing of such evidence, information or documents. (amended 11/15/76)

Section 5.14. REQUIREMENT FOR WRITTEN REPORT (added 4/4/77)

All matters coming before the Commission, except matters properly heard in executive session, shall be supported by a complete report in writing prepared by the Personnel Department staff and shall, together with all written documentation to be presented at the hearing, be delivered to each of the Commissioners not later than 4:00 P.M. on the second business day preceding the meeting day. Any matter coming before the Commission not in compliance with this Rule shall, upon request of any Commissioner, be deemed out of order and shall be continued to the next scheduled meeting.

Section 5.15. REQUIREMENT TO VOTE (added 7/18/77; Rule Change Number 77/78-1)

Each member of the Commission present at a meeting must vote for or against a particular question put before them, unless excused from voting by a motion adopted by a majority of the members present. (Charter Section 3.500)

SEPARATION HEARINGS AND PROCEDURES EXCLUDING
DISCIPLINARY ACTION AGAINST STRIKING EMPLOYEES
UNDER CHARTER SECTION 8.346.
(amended 6/27/77)

Section 6.01. RULES OF PROCEDURE GOVERNING SEPARATION HEARINGS (amended 11/15/76)

Procedures governing the following employees:

- a. Regular Temporary
- b. Limited Tenure
- c. Probationary Entrance
- d. Probationary Promotive

A notice of termination on the proper Personnel Department form, from the appointing officer to the employee detailing the specific reason(s) for the termination, shall serve as official notice of such termination. The notice of termination shall be sent by certified mail or personally delivered. Copies of the termination form must be filed in the Personnel Department. The termination must be approved in accordance with Section 3.501 of the Charter. (amended 11/15/76)

The notice of termination must include the following information: (amended 11/15/76)

1. The employee has the right to: (amended 11/15/76)
 - a. A hearing before the Civil Service Commission. The decision of the Civil Service Commission may affect any future employment with the City and County of San Francisco. (amended 11/15/76)
 - b. Representation by an attorney or authorized representative of her/his own choice at the inquiry. (amended 11/15/76)
 - c. Notification of date, time and place of inquiry a reasonable time in advance. (amended 11/15/76)
 - d. Inspection by employee's attorney or authorized representative of those records and materials in the Civil Service Commission Office which relate to the termination. (amended 11/15/76)
2. Any interested party may request a continuance of the inquiry. (amended 11/15/76)
3. The stated reason(s) for the termination must be enumerated. Records of warnings, reprimand and previous suspensions, if applicable to the reasons for termination, must be attached to the termination form. (amended 11/15/76)
4. To the extent practicable, the departmental representative who has the most complete personal knowledge of the facts which constitute the basis for the termination shall appear when the matter is to be considered by the Commission. The matter will be heard in accordance with Rule 5, Section 5.13. Interested parties may record the inquiry if they provide the necessary equipment. (amended 11/15/76)

Section 6.02. PROCEDURE FOR TERMINATION OF REGULAR TEMPORARY EMPLOYEE

A regular temporary employee may be terminated for cause by an appointing officer at any time. The notification and hearing procedure shall be in accordance with the provisions of Rule 6, Section 6.01. (amended 11/15/76)

The Commission shall take one or more of the following actions:
(amended 11/15/76)

- a) Declare the person dismissed from the service and remove the name of the person from the eligible list.
- b) Order the name of the person removed from any other list or lists on which the person has eligibility. (amended 11/15/76)
- c) Restrict participation in further examinations as it deems appropriate.

- d) Return the name of the person to the eligible list from which appointed without restriction, or under such conditions for further appointment as it deems appropriate.

Section 6.03. PROCEDURE FOR TERMINATION OF LIMITED TENURE EMPLOYEE

A limited tenure employee may be terminated for good cause by an appointing officer at any time with the approval of the Commission. The notification and hearing procedure shall be in accordance with the provisions of Rule 6, Section 6.01.

The Commission shall take one or more of the following actions:

- a) Approve the termination and declare the person dismissed from the service.
- b) Order the name of the person removed from any regular eligible list or lists on which the person may have standing. (amended 11/15/76)
- c) Restrict participation in further examinations as it deems appropriate.
- d) Disapprove the termination and reinstate the appointee to the department.

Section 6.04. PROCEDURE FOR TERMINATION OF PROBATIONARY EMPLOYEE IN AN ENTRANCE CLASSIFICATION

A probationary employee serving in an entrance classification may be terminated by the appointing officer at any time during the probationary period. The notification and hearing procedures shall be in accordance with Section 8.340 of the Charter and with the provisions of Rule 6, Section 6.01.

The Commission shall take one or more of the following actions:

- a) May declare such person dismissed, or return the name to the eligible list from which appointed under such conditions for further appointment it deems appropriate, provided that certification to the same position and same immediate supervisor will not be made if the termination was for disciplinary reasons.
- b) Order the name of the person removed from any regular eligible list or lists on which the person may have standing. (amended 11/15/76)
- c) Restrict participation in further examinations as it deems appropriate.

Section 6.05. PROCEDURE FOR HEARING FOLLOWING TERMINATION OF EMPLOYEE SERVING PROBATION IN A PROMOTIONAL CLASSIFICATION

- a) An employee serving probation in a promotional classification may be terminated by the appointing officer at any time during the probationary period. The termination shall be in accordance with Section 8.340 of the Charter and applicable procedure in Rule 6, Section 6.01.

The employee shall have the right of appeal and hearing before the Commission. Notice of appeal shall be filed in writing in the Civil Service Department within ten (10) working days (excluding Saturdays, Sundays and Holidays) following the date of termination of appointment. The Commission will announce the time and place of hearing which shall be as soon thereafter as convenient to all parties.

The Commission shall render its decision within thirty (30) days after receipt of the notice of termination, and (a) may direct such person dismissed, or (b) declare such person reinstated in the position and may order that the employee be paid salary from the time of the termination of appointment, or (c) order the return of such person to the position from which promoted. (Amended 11/15/76)

The decision of the Commission shall be final.

b) Pending decision of the Commission, the appointing officer has the option to restore the employee to duty in the position from which promoted. If the position was under another appointing officer, that appointing officer's approval to such reinstatement shall be required. (Amended 11/15/76)

Section 6.06 PROCEDURE FOR DISMISSAL OF REGULAR PERMANENT EMPLOYEE EXCEPT
MEMBERS OF THE UNIFORMED RANKS OF THE POLICE AND FIRE DEPART-
MENTS. (Entire Section Amended 1/8/79)

a) Discharge of Permanent Employee

A regular permanent employee may be discharged for cause upon written charges and after having an opportunity to be heard in her/his own defense. (Amended 2/2/76)

b) Notification of Time and Place of Hearing

When the charges are made, the appointing officer shall notify the person in writing of the time and place where the charges will be heard by mailing such statement Via Certified Mail to her/his last known address. Such hearing shall not be held within five working days of the date on which the notice is mailed. The employee may be represented by counsel or other representatives of her/his own choosing. (Amended 11/15/76)

c) Hearing Officer - Sources

The hearing itself, as required by the Charter (Section 8.341), shall be conducted by a hearing officer under contract to the appointing officer, chosen as follows in each case:

1. From organizations such as the American Arbitration Association or the State Conciliation Service which customarily provide hearing officers, OR

2. From a list of qualified hearing officers certified by the Civil Service Commission, such list to be kept current and to contain at all times at least three names.

d) Hearing Officer - Method of Selection

The Civil Service Commission shall certify its list of hearing officers by the following method:

1. The Commission shall cause to be published in a newspaper of general circulation an announcement of openings for hearing officers. This announcement shall run either for a period of five working days or for two weekends, at the discretion of the Commission.

2. The Commission shall include in its list only such applicants as satisfy the following criteria:

d) Hearing Officer - Method of Selection - Continued

1. Have at least one year of experience in the conduct of judicial hearings in the capacity of a hearing officer.
- ii. Have experience in the resolution of disputes involving the interpretation of labor-management contracts.

3. The Civil Service Commission shall post the list of panel members so selected for a period of five working days, during which time employees, the public employee organizations or city departments may seek to demonstrate in writing that any member of the panel is unacceptable. The General Manager, Personnel, shall review such challenges and shall determine whether on the basis of the challenge the individual should be eliminated from the approved list.

e) Hearing Officer - Challenge by Employee

The employee may challenge the competence of the hearing officer who is scheduled to hear his/her case on the basis that the officer is in some demonstrable manner biased or prejudiced against the employee and that, therefore, the employee will not be afforded a fair hearing. The challenge must be made in the following manner:

1. The challenge must be by written affidavit.
2. The challenge must be received by the appointing officer at least twenty-four (24) hours prior to the commencement of the hearing.
3. Should the challenge cause the department to incur expense through the cancellation of the hearing officer, court reporter, etc., such expenses shall be borne by the employee in keeping with the section on costs below. If the employee has been placed on suspension pending the hearing, any delay in the hearing occasioned through challenge or replacement of a hearing officer shall be considered a delay of the hearing by act of the accused employee and shall extend indefinitely the thirty-day period referred to in Charter Section 8.341. In the event that the appointing officer shall determine that the hearing officer cannot afford the employee a fair hearing, the appointing officer shall immediately make arrangements to obtain the services of another hearing officer in accordance with the methods stated above.

f) Hearing Officer - Evidence to be Considered

The hearing officer shall decide the case on the basis of the evidence presented. The hearing officer shall determine whether the accused employee has adhered to the applicable orders, rules, regulations, ordinances, charter provisions, or applicable sections of any MOA or MOU. The hearing officer shall be prohibited from considering the relative merits or social desirability of such orders, rules, regulations, ordinances, charter provisions or sections of MOU's or MOA's as may be applicable to the case.

g) Hearing Officer - Decision

Within five working days of the close of the hearing, unless specifically exempted for good cause by the appointing officer, the hearing officer shall notify the appointing officer in writing of his decision in the case. The hearing officer shall be limited to the following options in deciding the case:

g) Hearing Officer - Decision - Continued

1. The hearing officer may exonerate the employee, in which case the record may at the discretion of the hearing officer be expunged and the employee may receive back pay for all time lost.

2. The hearing officer may find the employee guilty as charged, in which case the following three provisions apply:

i. The hearing officer may order the employee returned to work, but without back pay for any time not worked between the time charges were made and the time of the hearing or the time the hearing officer renders a decision, whichever is longer.

ii. The hearing officer may suspend the employee without pay, but may or may not at his discretion order back pay for any periods not worked prior to the hearing.

iii. The hearing officer may dismiss the employee. (Amended 2/2/76)

h) Notification of Decision of Hearing Officer

Within five working days after the appointing officer receives written notification of the decision of the hearing officer, he shall inform the employee in writing of the decision of the hearing officer and shall by copy of this correspondence and the written notification from the hearing officer inform the Civil Service Commission of the decision and the action taken.

i) Costs

The department bringing charges against an employee shall pay all fees for hearing officers and court reporters, and, if required, the cost of preparation of the transcript, with the following exception:

If additional costs are incurred as a result of any request of the employee (such as costs occasioned by the untimely postponement of a hearing, challenges of hearing officer, etc.), all such additional costs, such as cancellation fees or fees when court reporters cannot be notified of the cancellation of a hearing within their established and customary limits shall be borne by the employee.

Section 6.07 PROCEDURE FOR APPEAL FOLLOWING DISMISSAL OF REGULAR PERMANENT
EMPLOYEES (Superceded by Amendment to Charter Section 8.341
Proposition B - November 7, 1978)

Section 6.08 EFFECT OF DISMISSAL OF REGULAR PERMANENT EMPLOYEE WHEN NO APPEAL
FILED (Superceded by Amendment to Charter Section 8.341 -
Proposition B - November 7, 1978)

Section 6.09 PROCEDURE FOR HEARING ON CHARGES AGAINST AN EMPLOYEE WHEN THE
APPOINTING OFFICER NEGLECTS OR REFUSES TO ACT

When the appointing officer neglects or refuses to act, pertaining to the removal of any employee subject to the civil service provisions of the Charter, the Commission may hear and determine any charge filed by a citizen, or by an authorized agent of the Commission. In rendering its decision, the Commission shall determine the charges and may exonerate, suspend or dismiss the accused employee in accordance with the provisions of Section 8.341 of the Charter.

The appointing officer or the departmental representative shall appear when the matter is to be considered. The matter will be heard in accordance with Rule 5, Section 5.13 - Order of Presentation. (Amended 11/15/76)

Section 6.10 ELIGIBILITY STATUS PENDING COMMISSION ACTION ON DISCIPLINARY
TERMINATION

Pending action of the Commission on termination of any appointment or upon presentation of charges for dismissal, the name of the appointee shall be placed under waiver for all appointment(s) on any eligible list on which the appointee has standing (Amended 11/15/76)

Section 6.11 EFFECT OF COMMISSION APPROVAL OF TERMINATION OR DISMISSAL

Unless specifically ordered otherwise by the Commission, approval of termination or dismissal shall result in the cancellation of all current examination and eligibility status and all future applications will require the approval of the General Manager, Personnel, after completion of one year's satisfactory work experience outside the City and County service. (Amended 11/15/76)

RULE 7

CLASSIFICATION

Section 7.01. CLASSIFICATION OF POSITIONS.

Each position in the classified service shall be classified by the Commission and allocated to the appropriate class in accordance with the character, difficulty and responsibility of the assigned duties.

Positions shall be allocated to the same classes when their duties are sufficiently similar that: a) The same descriptive title may be used to designate each position in the class; b) The same level of education, experience, knowledge, ability and other qualifications may be required of incumbents; c) Similar tests of fitness may be used to select incumbents; d) The same schedule of compensation will apply with equity under substantially the same employment conditions.

Section 7.02. CLASS SERIES AND SERVICE.

All classes involving the same kind of work but differing as to level of difficulty and responsibility shall be assembled into the same series. All series within the same broad occupational field shall be assembled into the same service.

Section 7.03. CLASS SPECIFICATION (amended 4/4/77)

The class specification shall be the official record of the Position Classification Plan. The specifications, in addition to defining the duties and characteristics of the class, shall give examples of the more significant and typical duties assigned to positions in the class, the minimum requirements for applicants for positions in the class, and any other special requirements.

The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed. They are intended to indicate the kind of positions that should be allocated to the several classifications and shall not be construed as describing what the exact duties and responsibilities of each individual position allocated to the class shall be. The appointing officer has the authority to assign an employee to perform work provided that it is consistent with the kind of duties and level of responsibility of the employee's classification although the work may not be specifically described in the class specification.

Section 7.04. OFFICIAL COPY

The General Manager, Personnel, shall maintain an accurate and complete copy of the Position Classification Plan to be designated as the "Official Copy". All changes in allocation or reallocation of positions to classes, or amendments of classifications, shall be recorded in the official minutes of the Commission. The "Official Copy" of the Position Classification Plan shall be open to public inspection.

Section 7.05. ADMINISTRATION OF THE CLASSIFICATION PLAN (amended 4/4/77)

The General Manager, Personnel, shall make position classification studies of individual positions or groups of positions whenever the General Manager, Personnel, deems it necessary, whenever the duties or responsibilities have undergone significant changes or, whenever new positions are to be created.

Upon request of the General Manager, Personnel, the appointing officer shall furnish detailed information relative to the duties, responsibilities or work assignments of positions under her/his jurisdiction. The appointing authority shall notify the Personnel Department promptly of significant changes in duties, responsibilities or work assignments of positions under her/his jurisdiction.

Section 7.06. AMENDMENT TO CLASSIFICATIONS

Amendments to the Classification Plan or changes in allocation or reallocation of positions to classifications may be made at any meeting of the Commission. All requests for such changes shall be posted on the Bulletin Board of the Commission for a period of at least one (1) week before such requests shall be acted upon by the Commission.

Section 7.07. REVIEWS AND APPEALS (amended 4/4/77)

Any employee, representative, or appointing authority affected by any classification action may request the Commission to review such action. The request for review shall be in accordance with request for reconsideration under Rule 5, Section 5.07.

Section 7.08. EFFECT OF CLASSIFICATION CHANGES ON INCUMBENT (amended 4/4/77)

The allocation or reallocation of a position shall not adversely affect the rights of an occupant legally holding such a position under permanent appointment. When a position is to be reallocated from one class to a higher or lower class, or from one series to another series, such reallocation shall be effected when the position becomes vacant by reassignment or for other reason(s). Pending such reallocation, the incumbent shall continue in the position.

An employee who gains eligibility in the class to which the position is to be allocated may receive an appointment thereto in accordance with the Rules governing appointments.

Whenever the title of the class changes without a change in duties or responsibilities, the incumbent shall have the same status in the new class as in the old class.

RULE 8

APPLICATIONS AND NOTICE OF EXAMINATIONS

Section 8.01. QUALIFICATIONS OF APPLICANTS (amended 4/4/77)

Every applicant for entrance or promotional examination must possess and maintain the qualifications required by law and by the announcement of the examination for which applied. Experience gained in violation of a Commission Rule will not be recognized. It is the responsibility of the appointing officer and of the employee to have experience outside of classification recorded in accordance with Rule 26, Section 26.01(h).

Except with permission of the General Manager, Personnel, no employee may participate in an entrance examination carrying a lower salary schedule than that of her/his current class. No employee may participate in an examination for a class in which she/he has current permanent appointment status except with the approval of the General Manager, Personnel,

Section 8.02. TIME FOR FILING (amended 4/4/77)

An applicant is a person who has filed an application for examination within the time limits specified in the announcement of the examination for which the applicant applied. Verification shall be the official time receipt of the Personnel Department or postmark. Examination announcements shall not be distributed after the end of the filing period.

Section 8.03. NOTICE OF EXAMINATIONS (amended 4/4/77)

Official notice of examinations will be posted on the Bulletin Board of the Commission. Notice of promotional examinations will be posted for a minimum period of ten (10) calendar days as required by the Charter. Request(s) for notice of filing dates for entrance examinations may be filed in the personnel department. Notification cards shall be mailed at the inquirer's risk.

Section 8.04. ADDITIONAL NOTICE OF PROMOTIONAL EXAMINATIONS

Notices of promotional examinations shall be distributed to the appropriate departments. Appointing officer shall employ any method of distribution to insure that employees are properly notified. (amended 11/15/76)

Section 8.05. APPLICATION CUSTODY

Applications and supporting documents become the property of the Commission when received. Return of such documents shall require the approval of the General Manager, Personnel, (amended 11/15/76)

Section 8.06. FALSE STATEMENTS BY APPLICANTS (formerly Section 9.16(C) (amended 11/15/76)

Significant false statements, whether intentional or unintentional, made or permitted by any applicant on the application or in the qualifications appraisal interview shall be good cause for the exclusion by the Commission of such person from any examination, the removal of the applicant's name from the register of eligibles and may be good cause for removal or discharge from public service.

Section 8.07. NAMES NOT TO BE MADE PUBLIC

The names of applicants for any examination shall not be made public prior to announcement of the results of the examination. Names of participants who fail in any examination shall not be made public. (amended 11/15/76)

Section 8.08. CHANGE OF ADDRESS

In all cases of change of address, the Personnel Department must be notified in writing separately for each class involved. Notice of change of address to the post office and/or the employee's current department only will not be a reasonable excuse for special consideration in case of failure to respond to any notice within time limits. (amended 11/15/76)

Section 8.09. CORRECTION OF EXAMINATION ANNOUNCEMENTS

Examination announcements may be corrected with respect to clerical errors, misprints and incorrect wording by the General Manager, Personnel, by posting notice of such corrections next to the original announcement on the bulletin board of the Commission. The issuance of examination announcements corrected under the provisions of this section shall not allow additional time for protest or appeal of the substantive provisions contained in the original announcement (amended 11/15/76)

EXAMINATIONS

Section 9.01. CHARTER AUTHORITY

The examination program shall be in accordance with the provisions of the Charter. The General Manager, Personnel, shall rule on all matters concerning the examination program pursuant to Rule 3, Section 3.04.

Section 9.02. ANNOUNCEMENT

The examination announcement shall provide the qualifications, dates, duration of eligible lists, and other particulars regarding the examinations thereon announced. Applicants must be guided solely by the announcement of the examination(s) for which they apply.

Section 9.03. PROTESTS OF EXAMINATION ANNOUNCEMENTS (added 4/4/77)

Appeals concerning the provisions of an announcement must be received by the Personnel Department within seven (7) business days from the issuance date. The General Manager, Personnel, will rule upon appeals and notify petitioners in writing. This decision is subject to appeal to the Commission under Rule 5, Section 5.06.

Section 9.04. REISSUANCE OF EXAMINATION ANNOUNCEMENTS (added 4/4/77)

After considering appeals submitted under Section 9.03, the General Manager, Personnel may reissue the announcement. When reissued, an examination announcement is not open to the appeal procedure.

Section 9.05. OFFICIAL TIME PERIODS (formerly Section 9.03)

Examination announcements shall set forth time limits for determination of the qualifications of applicants.

Section 9.06. PROMOTIONAL APPLICANTS EXCEPT FOR THE UNIFORMED RANKS OF THE POLICE AND FIRE DEPARTMENTS (formerly Section 9.04; Amended 4/4/77; 1/21/80)

A. Applicants for promotional examinations shall meet the requirements of the examination announcement under which they apply and be eligible to participate in examinations on a promotive basis as defined by this rule.

B. The following employees who are otherwise qualified are entitled to participate in examinations on a promotive basis if they meet the service requirements specified below:

- 1) With permanent status who have completed the probationary period.
- 2) A permanent Civil Service, probationary, or certified temporary employee on authorized leave of absence.
- 3) With holdover rights.
- 4) Serving a probationary period in a different class but who were last employed in a next lower rank class as a certified temporary, probationary or permanent employee past the probationary period.

5) Appointees from a regularly adopted eligible list to a non-permanent position other than a "near list" appointment.

6) Serving a probationary period.

C. All employees entitled to participate in promotive examinations as outlined above shall meet the following requirements:

1) A period of six months of service in the class or for the period provided in the examination announcement in any status AND

2) Certification by the appointing officer(s) of satisfactory job performance for the period of the required service on the forms and in the manner prescribed by the General Manager, Personnel.

Section 9.06 A. PROMOTIONAL APPLICANTS IN THE UNIFORMED RANKS OF THE POLICE AND FIRE DEPARTMENTS.

Promotional applicants in the uniformed ranks of the Police and Fire Departments are governed by the provisions of Charter Section 8.327.

Section 9.07. MEANS OF IDENTIFICATION (amended 4/4/77)

The General Manager, Personnel, shall determine the method of candidate identification to be used in written and performance examinations.

When the sealed identification method is used, candidates are prohibited from making identifying marks on their examination papers. The examination papers of a candidate who makes identifying marks may be cancelled. Sealed identification sheets of successful candidates may not be opened until all ratings and the passing mark are final.

Where a number of candidates have competed in two or more examinations in a series, and at least one candidate has passed one and failed one of the examinations. The identification sheets of the candidates who have failed one exam may be opened prior to the qualifications appraisal interview but only for the purpose of determining which candidates should participate in the qualifications appraisal interview. Under no circumstance may the score on the examination passed be divulged by the personnel department prior to the posting of the tentative eligible list.

Section 9.08. UNAUTHORIZED MATERIAL

Any applicant cheating or attempting to cheat in any phase of the examination process shall be eliminated from the examination and thereafter may be ineligible for future employment. Cheating shall include the use or attempted use of material not authorized by the notice to report for examination.

Section 9.09. COPYING OF EXAMINATION QUESTIONS (amended 4/4/77)

The copying of examination questions or the making of notes or outlines regarding an examination is prohibited.

Section 9.10. RATING KEYS (amended 4/4/77)

The examination booklet in examinations not exempted from inspection privileges shall provide the time period wherein participants in an examination may review the rating key to be used for scoring. Participants in an examination shall be allowed only one review of the rating key unless otherwise ordered by the General Manager, Personnel. No changes in the rating key shall be made after the identification sheets of any participants have been opened.

Inspection of the rating key is for the purpose of correcting errors in the key or determining if any of the questions asked are ambiguous or incorrectly phrased. Protests concerning the rating key must be filled out in the inspection room on forms supplied by the Commission. Petitions must include substantiating data or authoritative references. If any protests have been filed, an additional period for review of protests and submission of counter protests will be provided.

Section 9.11. RATING KEYS - CONTINUOUS EXAMINATIONS (amended 4/4/77)

Inspection privileges shall not apply to questions and answers on any continuous or standardized entrance or concurrent entrance and promotive written examination. This includes examinations under the continuous testing program.

The General Manager, Personnel, may order obsolete or erroneous questions deleted from any examination exempted by this rule from inspection privileges.

Section 9.12. INSPECTION OF RATING KEYS BY REVIEW COMMITTEE (amended 4/4/77)

Notwithstanding any other provision of these rules, the examination announcement may provide for review of questions and answers thereto by a review committee in those examinations wherein large numbers of protests on key answers might be anticipated on the basis of past experience, or there is an immediate need for appointees in the classification involved. Such review committee shall be composed of three or more persons, expert in the field of subject matter covered by the examination. For examinations in the uniformed classifications in the Police and Fire Departments, or other uniformed forces, the members of the Committee shall be appointed by the General Manager, Personnel, from among a panel of five officers submitted by the appointing officer of the concerned department, and shall hold rank not less than that of the class for which the examination is being held.

The review of the rating key shall begin simultaneously with the holding of the examination and shall be completed in one session. The recommendations of the review committee with respect to questions or answers which they believe to be ambiguous, incorrect, or improper shall be submitted to the General Manager, Personnel, for approval. Such rating key when approved by the General Manager, Personnel, shall be made available for review by participants in the examination for a period of two days. The time allowed for such review may be extended if in the judgment of the General Manager, Personnel, the number of applicants warrants. The participants may appeal to the Civil Service Commission concerning only those questions or answers wherein documented claim of significant error is made. If any appeals have been filed, an additional period for submission of counter arguments will be provided. If no appeals are submitted, the approved rating key shall be the official rating key to be used for scoring the examination.

Section 9.13. EXAMINATION PASSING MARK (new section; adopted 4/4/77)

For each examination, the General Manager, Personnel, shall establish a passing mark or shall determine the total number of persons to be included on the list of eligibles based on the needs of the service.

No changes in the passing mark shall be made after the identification sheets have been opened.

Section 9.14. INSPECTION OF PAPERS BY UNSUCCESSFUL CANDIDATES (formerly Section 9.13; amended 4/4/77)

Where there are remaining parts of an examination, and where the examination is not exempted from inspection under Section 9.11, unsuccessful candidates may inspect their papers during a two (2) day period specified by the notice informing them of their scores. Such inspection shall be for the sole purpose of determining that the scoring has been accurate.

Section 9.15. VETERAN'S PREFERENCE IN EXAMINATIONS (formerly Section 9.14; amended 10/4/76)

a) Veterans preference in examinations completed on or after July 7, 1976, shall be administered in accordance with Section 8.324 of the Charter.

b) The following definitions apply to the administration of this section:

1. Completion date of an examination: the date the eligible list is adopted or on which all competitive parts of the examination have been administered and the passing mark set.

2. Time for filing claim: applicants must claim preference on the original application form or pre-application form, whichever is filed first. All such claims or withdrawals of claims must be made prior to participation in the first part of the test to be administered.

3. First entitlement to claim preference: the date upon which the applicant was first separated from active duty service, including separations for re-enlistment purposes, and such service would have qualified the applicant to claim preference under the then-current requirements.

Section 9.16. QUALIFICATIONS APPRAISAL INTERVIEW. PROCEDURES AND APPEALS ON QUALIFICATIONS APPRAISAL INTERVIEWS (formerly Section 9.15; amended 4/4/77)

A. Procedures and Practices

1. The orientation of the qualifications appraisal board may include a presentation by the department head or departmental representative which includes a description of the classification for which the examination is being held, the setting of the class in the department, the critical elements of personal characteristics needed by employees in this class, and related information. The department head or representative shall not discuss any candidate with any member or members of the qualifications appraisal board at this time or any other time prior to the completion of the examination.

2. No fraternal rings, organization pins or insignia of any kind shall be displayed by the board members in any qualifications appraisal interview nor shall such rings, pins, or insignia be worn by any candidate who appears before such a board.

3. No board member shall rate a candidate who is related to that person or rate a candidate if any strong personal association exists between that candidate and the board member so that it would be difficult to make an impartial rating.

4. No candidate shall discuss her/his candidacy or any relationship thereto with the qualifications appraisal board members prior to the completion of all parts of the examination(s) and the final adoption of the list(s) of eligibles resulting therefrom.

5. No letters of reference or recommendation shall be presented to the qualifications appraisal board.

6. The board may consider relevant documents such as specified in examination announcements.

7. In all qualifications appraisal interviews the same standards shall apply to all candidates who appear for the same classification.

8. The minimum passing or qualifying rating must be related to a classification, not to a single position within a multiple position classification.

9. No applicant for public employment shall be questioned as to political views, religious beliefs, labor affiliations, or racial extraction.

10. Recordings of qualifications appraisal interviews shall be retained only until all ratings become final and any timely litigation based thereon has been resolved. A defective recording shall not invalidate the interview unless the Civil Service Commission finds the omitted or unintelligible material critically relevant to the case in which event the Civil Service Commission may authorize a second interview, or order a new examination.

11. In the event of any challenge of an examiner or of any ratings in qualifications appraisal interviews all other candidates whose standing in the examination may be affected shall be notified of the challenge.

B. Challenge of Board Members

1. A board member may excuse herself/himself from rating any candidate when in the judgment of the board member it would be difficult to rate the candidate impartially. If possible, the excused board member shall be replaced by an alternate with the same qualifications.

2. Any challenge as to personal bias or competence of a person serving as an examiner in a qualifications appraisal interview based upon prior knowledge of or acquaintance with a board member shall be made by a candidate to the Division Manager, Personnel of Recruitment and Examinations or authorized representative immediately prior to participation in this phase of the examination. The candidate shall then proceed with the interview. If such a challenge is sustained by action of the Civil Service Commission following denial by the General Manager, Personnel, the rating by the challenged person shall not be computed in the final rating of the candidate and the rating of the candidate shall be that of the unchallenged members of the examining board. If more than one half of the board members are successfully challenged, then the Civil Service Commission shall cancel this session and a new board shall be constituted, unless more than one panel of examiners has been convened for the examination, in which case, the candidate shall be examined by an alternate panel of equal number.

3. Any appeal or challenge of the conduct of the qualifications appraisal board based on a claim of bias, malfeasance, or misfeasance of board members must be made in writing and presented to the Division Manager, Personnel, of Recruitment and Examinations or authorized representative not later than the second business day on which the qualifications appraisal interview was held. Challenges based on bias, malfeasance, or misfeasance not filed in this two-day period cannot be considered. Such challenges must state the grounds upon which the challenge is based. Failure to state the specific grounds for the challenge shall nullify the challenge. All challenges properly filed under this section shall be resolved in accordance with the provisions of Section 5.06 of these rules before the identification sheets of those admitted to the oral examination are opened and scores of the participants are known.

4. The Civil Service Commission in acting on a challenge or appeal on the conduct of the board shall consider only the applications-records, questions and answers which constitute the record of the qualifications appraisal interview. It will sustain protests only when the candidate presents evidence that clearly substantiates a charge of bias, malfeasance or misfeasance.

5. The decision of the Civil Service Commission on this subject will be final.

6. In the absence of a challenge under this section or upon a decision by the Civil Service Commission under this section, later challenges shall be precluded.

C. Inspection of Ratings in Qualifications Appraisal Interviews by Participants (formerly Section 9.16 (D))

1. After the qualifications appraisal interviews for an examination are computed, such composite ratings shall be available for a minimum period of two (2) working days following the completion of the computations for all participants or for some other two (2) day period set by the General Manager, Personnel, provided that the candidates are advised of the dates, during which period each participant may inspect their own ratings, provided that the identity of the examiner giving any mark or grade in an oral test shall not be disclosed.

2. Any challenges shall be filed in writing within the inspection period and shall be limited to a) claimed inconsistencies or failure of the qualifications appraisal board to apply uniform standards, b) any questions propounded by the panel of examiners which occur during a qualifications appraisal interview which require an answer in conflict with any federal, state, or city and county laws, rules or regulations which apply to the government of the City and County of San Francisco and/or the San Francisco Civil Service Commission. All challenges properly filed under this section shall be resolved in accordance with the provisions of Section 5.06 of these rules. The Civil Service Commission shall not consider challenges merely because a candidate believes she/he is entitled to a higher score. The Commission will not substitute its judgment for the judgment of the qualifications appraisal interviewers. Ratings by a qualifications appraisal board of less than the minimum passing score shall not be raised to more than the minimum passing score.

3. No evidence or documents supportive of qualifications shall be presented to the Civil Service Commission which was not presented to the qualifications appraisal board unless the candidate was denied the opportunity to do so.

4. The decision of the Civil Service Commission on this subject will be final.

5. In the absence of a challenge under this section or upon a decision by the Civil Service Commission under this section, later challenges shall be precluded.

Section 9.17. RATING SENIORITY, CLEAN RECORD AND MERITORIOUS PUBLIC SERVICE IN PROMOTIONAL EXAMINATIONS IN THE UNIFORMED RANKS OF THE FIRE AND POLICE DEPARTMENTS (Added 8/1/77; Rule Change Number 77-2; Formerly Section 9.20 - Renumbered 8/4/80-Rule Change Number 80/81-1)

A. When such ratings are provided by Charter or examination announcement, ratings of Seniority Demerit (Clean Record) and Merit (Meritorious Public Service) in promotional examinations in the Fire and Police Departments shall be calculated as of the beginning date of examination in accordance with the following conditions:

1. An act of merit or demerit which has been rated in a promotional examination for a basic class shall not again be rated in a promotional examination for a basic class or an intermediate or specialized class which is promotional from the basic class in which such rating was made.

2. An act of merit or demerit which has been rated in a promotional examination in an intermediate or specialized class shall not again be rated in a promotional examination in an intermediate or specialized class.

3. An act of demerit shall be deemed expunged following ten years of service with a clean record.

4. In applying these schedules, the following are intermediate or specialized classes:

H4 Inspector, Bureau of Fire Prevention and Public Safety
H6 Investigator, Bureau of Fire Investigation
H22 Lieutenant, Bureau of Fire Prevention and Public Safety
H24 Lieutenant, Bureau of Fire Investigation
H32 Captain, Bureau of Fire Prevention and Public Safety
Q35 Assistant Inspector
Q63 Criminologist

5. In applying these schedules, the following are basic classes:

H20 Lieutenant, Fire Department
H30 Captain, Fire Department
H40 Battalion Chief, Fire Department
H50 Assistant Chief of Department, Fire Department
Q50 Sergeant
Q60 Lieutenant
Q80 Captain

6. Should a candidate participate in more than one promotional examination having the same beginning date, acts of merit and demerit shall be rated for all such examinations with the same beginning date, as provided by the examination announcement.

B. Acts of merit shall not be rated in promotional examinations in the Fire Department. Acts of merit occurring after March 4, 1954, shall not be rated in promotional examinations in the Police Department.

C. In rating acts of demerit, the following schedules apply:

1. For promotional examinations in the police department:

- a. Suspension: 1 point deduction for each work day suspended.
- b. Fines: 1 point deduction for the equivalent of each working day's salary.
- c. Reprimand by Police Commission: 1 point deduction for each reprimand.
- d. In applying the above schedules, 1 week equals 5 working days, 2 weeks equals 10 working days, 3 weeks equals 15 working days, one month equals 22 working days, 2 months equals 44 working days, one-half month equals 11 working days. Fines will be converted to working days on the basis of actual base pay at the time of the fine.

2. For promotional examinations in the fire department:

- a. For 5-day, 40 hours per week employment: Same as C-1 above.
- b. For watch employment: 2/3 point deduction for each calendar day of suspension.

Section 9.18 REQUIREMENT TO CONDUCT EXAMINATIONS
(Added 8/29/83; CSC Rule Change Number 83/84-1)

Except for reasons beyond the Commission's control, the Commission shall immediately commence to conduct an examination whenever a provisional or near list appointment is made to a permanent position.

Except for reasons beyond the Commission's control, the Commission will make every attempt, on a priority basis, to commence to conduct examinations at least sixty (60) days prior to expiration of an eligible list where there is a demonstrated need for continuing appointments to such class.

Where possible, the General Manager, Personnel or designee and bargaining representative shall meet in advance to determine which classifications require eligible lists on a continuing basis.

RULE 10

ELIGIBLE LISTS

SECTION 10.01 ESTABLISHMENT OF ELIGIBLE LISTS

Qualified participants successfully passing all phases of the examination shall be ranked on an "Eligible List" in the order of their total score. (Amended 8/4/80 - Rule Change Number 80/81-1)

Section 10.02. PRIORITY OF ELIGIBLE LISTS

The order of priority of eligible lists regardless of adoption dates is as follows:

- A. Promotive lists
- B. Combined Promotive and Entrance lists
- C. Entrance lists

Within each category earlier lists have priority over later lists. (Amended 8/4/80 - Rule Change Number 80/81-1)

Section 10.03 MAINTENANCE OF ELIGIBILITY

A. Except as otherwise provided in these Rules, eligibles who fail to possess and maintain the qualifications required by law and by the terms of the examination announcement under which they participated will forfeit their eligibility.

B. Except for persons designated as "Holdovers", promotive eligibles on a combined promotive and entrance eligible list who are separated from the City and County service shall have all promotive credit points deleted from their final scores in the examination and their ranks on the eligible list shall be reduced accordingly. If re-employed and if the eligible list has not expired, upon written request and with the approval of the General Manager, Personnel, such promotive credit points and the previous rank shall be restored. (Section Added 8/4/80 - Rule Change Number 80/81-1)

C. Except for persons designated as "Holdovers", eligibles on a promotive only list who are separated from the City and County Service shall be removed from such list. If re-employed and if the eligible list has not expired, upon written request and with the approval of the General Manager, Personnel, the person may be returned to the list of eligibles with promotive credit points and previous rank restored. (Section added 8/4/80-Rule Change No.80/81-1)

Section 10.04 OFFICIAL ADOPTION DATE (Formerly Section 10.05 renumbered 8/4/80-Rule Change Number 80/81-1)

A. Pending the official adoption of an eligible list, a tentative eligible list shall be posted. Any protests must be filed in the Office of the Civil Service Commission during the posting period. After the posting period and in the absence of protests on ratings, tentative eligible lists shall automatically become official as posted.

B. If protests are received during the posting period, the investigation and action of the General Manager, Personnel, shall be expedited so that final adoption of the eligible list is not delayed beyond sixty (60) days after the date of posting.

C. Eligibles who, as a result of their ranking, would receive a notice of appointment regardless of the outcome of the protest(s) may be offered employment from adopted lists pending the resolution of any protest(s) and amendment to the adopted eligible list.

D. Changes in an eligible list because of clerical errors or re-ratings shall not change the date of adoption of the eligible list.

E. While the tentative eligible list is posted any person may inspect the papers of any eligible in accordance with the provisions of Section 8.323 of the Charter. Eligibles may inspect their own papers without charge.

Section 10.05 DURATION OF ELIGIBLE LISTS (Formerly Section 10.06, renumbered 8/4/80-Rule Change Number 80/81-1)

A. As provided in these Rules, examination announcements shall state the duration of the eligible list. If the expiration date falls on a Saturday, Sunday or legal holiday, the removal of all names shall be effective at the close of business on the following business day.

B. Prior to abolishing any list pursuant to Charter Section 8.330, one (1) month notice shall be given remaining eligibles and the recognized employee organization representing the classification affected and eligibles so notified shall be given a final opportunity to accept appointment to positions available.

Section 10.06 USE OF ELIGIBLE LISTS

The initial notice of certification of eligibles shall be issued within thirty (30) days from the date of adoption of the eligible list. (Added 8/29/83; CSC Rule Change Number 83/84-2)

RULE 11
CERTIFICATION OF ELIGIBLES

(Adopted Jan. 3, 1977; Effective Jan. 5, 1977)

Section 11.01 REQUISITIONS

A. REQUIREMENT FOR REQUISITIONS.

Whenever a position is to be filled, excepting those positions specifically excluded by law from civil service examination, the appointing officer shall issue a requisition on the prescribed form. Fully approved requisitions shall immediately be time stamped in the order of receipt in the Personnel Department.

B. SEPARATE OR GROUP REQUISITIONS.

A separate requisition shall be made for each permanent position to be filled. Group requisitions may only be made for temporary positions.

C. CANCELLATION OF REQUISITIONS.

Upon written request by the appointing officer, indicating good cause, cancellation of requisition may be allowed by the General Manager, Personnel.

D. PRIORITY OF REQUISITIONS.

Except as otherwise provided in these Rules, certification shall be made in accordance with priority of approval of the requisition in the Personnel Department, or the date to report to duty, whichever is later.

E. TENURE OF TEMPORARY APPOINTMENTS.

1. Temporary employments may be requisitioned for a period not to exceed twelve (12) months.

2. Original requisitions for less than twelve months may be extended from the date of appointment but not to exceed the maximum allowable requisition time. Upon completion of the allowable maximum time, the temporary appointment(s) may be extended when funds are available and when the employee continues to have standing on an eligible list for that classification.

3. Beginning on the effective date of this rule, the Civil Service Commission shall keep records of the number of temporary employments extended as provided in this rule. On July 30, 1977 and each July 30 thereafter, a list of the past fiscal year shall be made available for public inspection.

F. FLEXIBLE STAFFING REQUISITIONS.

A requisition for a permanent vacancy filled by an appointee in accordance with the flexible staffing authority of the Salary Ordinance shall also be valid for subsequent certification for appointment of the same eligible, when qualified, to the classification designated on the requisition.

Section 11.02 CERTIFICATION OF ELIGIBLES.

A. Rule of One

1. The name of the highest available eligible shall be certified to the appointing officer for each position to be filled from eligible lists officially adopted prior to December 6, 1976, or from eligible lists officially adopted after December 6, 1976, from which the Government Code of the State of California requires Rule of One certifications. (Amended 2/4/80; Rule change Number 79/80-5).

2. If two or more approved requisitions are on file, the General Manager, Personnel may permit eligibles in line for appointment and in accordance with their standing on the list to select from among the available requisitions the positions to which they desire appointment.

3. In cases where eligibles on lists who would be reached for appointment on requisitions are at that time employed in the City service, the General Manager, Personnel may consult with appointing officers and employees involved, and if it is in the best interests of the service, may offer out said positions as to make it possible for the continued employment of such eligibles in their current departments.

B. Rule of Three

1. Except as provided above, for lists adopted on or after December 6, 1976, the Commission shall certify to the appointing officer the names of the first three eligibles on such lists who are available for appointment. (Amended 2/4/80; Rule change Number 79/80-5).

2. Except as otherwise provided, when there are two or more approved requisitions on file for the same class, the number of names certified shall be equal to the number of positions to be filled plus two.

C. Selective Certification of Certified Temporary Employees (Entire Section Added 2/4/80; Rule change Number 79/80-5).

1. With the exception of the uniformed ranks of the Police and Fire Departments, notwithstanding anything to the contrary in this or any other section of these rules, an employee who has been appointed from a regularly adopted eligible list to a non-permanent position shall be entitled to appointment to a permanent position within the same classification before the certification of persons standing higher on the list of eligibles, subject to a period of six months of service in the class or for the period provided for in the examination announcement in any status and certification by the appointing officer(s) of satisfactory job performance for the period of the required service on the form and in the manner prescribed by the General Manager, Personnel. (Amended 1/9/84; Rule change Number 83/84-4).

2. The General Manager, Personnel is authorized to take such administrative action not in conflict with these rules as is required to make this section operative including imposition and removal of waivers.

D. Supplementary Certification

If any eligible waives appointment or fails to respond within the time limits provided in these rules the appointing officer may request supplementary certification(s).

Section 11.03 RESPONSE PERIOD.

A. Notice of Inquiry

1. Eligibles are required to respond in writing to the Civil Service Commission within five (5) business days of the date of such notice.

2. The General Manager, Personnel, may authorize that eligibles be polled by telephone; provided, however, that eligibles who cannot be reached by telephone will not be penalized or adversely affected in any way.

B. Notice of Certification

1. Eligibles are required to respond to the appointing officer or designated representative within five (5) business days after the date of such notice.

2. Eligibles are required to notify the Civil Service Commission as to their certification status within seven (7) business days after the date of the Notice of Certification.

3. Departments are required to notify the Civil Service Commission of the results of a certification within twenty (20) business days after the date of the Notice of Certification. (added CSC Rule Change No. 82/83-3; 3/21/83)

C. Extensions

Response period time limits may be extended by the General Manager, Personnel.

Section 11.04 EFFECT OF FAILURE TO RESPOND.

1. An eligible who fails to respond within the time limits provided will be placed under General Waiver on the eligible list until such time as the waiver is withdrawn in accordance with these rules.

2. Except if the General Manager, Personnel, determines that unusual circumstances exist which would create an undue hardship, a department that fails to respond within the time limits provided may be required to present the reasons for the delay to the Civil Service Commission. (Added CSC Rule Change No. 82/83-3; 3/21/83)

Section 11.05 WAIVERS.

A. General Waivers

An eligible may be placed on an inactive status under General Waiver of certification on an eligible list as follows:

1. At the eligible's written request. Such waivers will be effective on the next business day.

2. For failure to respond to a Notice of Certification or Inquiry within the prescribed time limits.

3. Failure to notify the Civil Service Commission as to their status within seven (7) days following certification.

4. A person appointed to a permanent position will be under General Waiver for all appointment on all eligible lists for the same class. A person appointed to a temporary position will be under General Waiver for temporary appointment on all eligible lists for the same class. Such waiver may not be withdrawn unless ordered by the General Manager, Personnel. (Amended 4/4/77)

5. For reasons prescribed elsewhere in these rules.

An eligible under General Waiver will not be certified to any position on the eligible list until the eligible notifies the Civil Service Commission to withdraw such waiver in writing as prescribed in these Rules. General Waivers imposed by the Civil Service Commission or General Manager, Personnel, may not be removed unless ordered by the Civil Service Commission or General Manager, Personnel.

B. Conditional Waivers

Except as provided by the examination announcement, waiver of certification to positions with unusual employment circumstances or special conditions of employment may be imposed by the eligible to be effective the next business day, by action of the Civil Service Commission, or by the General Manager, Personnel. Conditional Waivers on an eligible list imposed by the eligible shall remain in force until withdrawn in accordance with these rules.

C. Effects of Waivers

1. A General or Conditional Waiver of certification by an eligible having standing on more than one list in the same classification shall apply to any existing list for the same classification.

2. An eligible who waives certification to a position covered by conditional waivers shall not be certified to a position requiring those conditions from that list until such waiver is removed in accordance with the provisions of these rules.

3. Unless otherwise provided in the examination announcement, eligibles may refuse consideration for temporary or permanent appointment from two Notices of Certification. Refusal of the third Notice of Certification will result in the removal of the eligible's name from that eligible list and all other lists in that class. The non-selection by the department of an available eligible shall not be recorded as a refusal.

4. Unless otherwise ordered by the General Manager, Personnel, if one Notice of Certification is issued for more than one department or position and the eligible refuses a position not previously waived, a refusal will be recorded against the eligible's name on the list.

D. Withdrawal of Waivers

1. Withdrawal of General or Conditional Waivers imposed by the eligible must be filed in writing with the Civil Service Commission.

2. Such requests must be received in Civil Service Commission offices before the close of business on the third Friday of the month to be effective the first business day of the following month. In the event the third Friday is a legal holiday such requests must be received by the close of business on the next business day.

3. Withdrawal of waivers which have been imposed by the Civil Service Commission or the General Manager, Personnel, may be authorized at any time and become effective the first business day of the following month unless specifically ordered otherwise.

4. Withdrawal of waivers shall not interfere with nor affect the rights of eligibles next in line for certification to whom Notices of Certification have already been mailed and who have or may be appointed in response to such notices.

5. Immediate withdrawal of waiver may be authorized by the General Manager, Personnel, if it is determined that such immediate withdrawal of waiver is in the best interests of the Service.

Section 11.06 CHANGE OF ADDRESS

In all cases of change of address, the Personnel Department must be notified in writing separately for each class involved. Notice of change of address to the post office and/or the employee's current department only will not be a reasonable excuse for special consideration in case of failure to respond to any notice within time limits.

RULE 12

APPOINTMENTS

(ENTIRE RULE AMENDED 8/29/83; CSC RULE CHANGE NUMBER 83/84-2)

Section 12.01 APPOINTMENT-GENERAL PROVISION

A. REPORT OF APPOINTMENT

Except with the permission of the General Manager, Personnel, all appointments shall be reported by the appointing officer to the Civil Service Commission on the prescribed form prior to the appointee's starting date of employment.

B. VALIDATION OF APPOINTMENT

No appointee may begin working except with permission of the General Manager, Personnel, until the appointing officer has received official notice of validation of appointment from the Civil Service Commission.

C. FINALITY OF APPOINTING OFFICER

Except as otherwise provided in these Rules, ordinances, or the Charter, the decision of the appointing officer in all matters regarding appointment shall be final.

Section 12.02 PERMANENT APPOINTMENT

A. PERMANENT APPOINTMENT - DEFINITION

A permanent appointment is an appointment made as a result of certification from an eligible list to a permanent position.

B. METHOD OF APPOINTMENT

Permanent appointments shall be made in the following order of priority:

1. By the return to duty of a permanent holdover.
2. By the appointing officer through use of one of the following options:
 - a. Transfer; or,
 - b. From requests for reinstatement; or,
 - c. By reappointment following resignation; or,
 - d. By certification by the Civil Service Commission of eligibles from a list.

Exercise of one option will preclude the use of any other method of appointment except as a result of any settlement arising following an appeal or other litigation. Departments may also fill permanent vacancies through internal reassignment of permanent employees consistent with departmental procedures. Such reassignments are not within the jurisdiction of the Civil Service Commission except as specifically provided elsewhere in these rules.

Section 12.03 TEMPORARY APPOINTMENT

A. TEMPORARY APPOINTMENT SHALL BE EITHER:

1. An appointment from an eligible list to a temporary position. Such appointment is time limited to a maximum duration of the hourly equivalent of 130 working days based on the regular daily work schedule of the employee, and in no case may the maximum exceed 1040 hours; or,
2. An appointment from an eligible list to a temporary position established to perform a special project or investigation. The establishment of such position shall require the express approval of the Civil Service Commission. It must be readily foreseeable that the duties and responsibilities and products must be completed by the time limit of a maximum of the hourly equivalent of 260 working days based on the regular daily work schedule of the employee; and, in no case, may the maximum exceed 2080 hours.

B. EXPIRATION OF TEMPORARY APPOINTMENT

1. Upon expiration of the maximum allowable time period or upon expiration of the appointee's temporary position, temporary appointees shall be separated as provided below.

2. Temporary appointees so separated shall be returned to the list of eligibles from which appointed if such list has not expired. Temporary appointees, except those appointed from a "near list", whose list has expired shall be ranked on the holdover roster for the class.

3. Temporary appointees returned to the eligible list or to the holdover roster, shall be immediately available for certification to temporary positions:

- a. Under another appointing officer, or
- b. To the same appointing officer to another position with the express approval of the General Manager, Personnel. In the case of represented classes the General Manager, Personnel shall provide prior

notification to the appropriate bargaining representative of intention to authorize such immediate certification and shall, upon request, meet and confer concerning the proposed certification.

C. Lay-off due to lack of work or lack of funds or termination shall be as provided elsewhere in these rules.

Section 12.04 PROVISIONAL APPOINTMENT

A. NON-CIVIL SERVICE APPOINTMENT

1. Non-civil service appointment, made under the authority of Charter Section 8.332, shall be an appointment to a permanent or temporary position when either:

- a. There is no available eligible. It is time limited to a maximum duration of the hourly equivalent of 130 working days based on the regular work schedule of the employee; however, in no case, may the maximum duration exceed 1040 hours, in any class or in any department in a calendar or fiscal year or except with the express approval of the General Manager, Personnel, thirty (30) days from eligible adoption, whichever is less, or;
- b. There is an emergency. Such appointment is time limited to a maximum of 240 hours.

2. Non-civil service appointees serve at the discretion of the appointing officer.

3. Non-civil service appointees shall be separated as provided below at the expiration of the maximum allowable time or upon expiration of the appointee's temporary position.

4. The General Manager, Personnel, shall promulgate policies and procedures for making non-civil service appointments which include provisions that appointments shall be made on the basis of a combination of merit factors, affirmative action, and, if promotive, seniority.

5. NOTIFICATION TO SIGNATORY UNIONS

Employee organizations signatory to the Letter of Agreement adopted April 4, 1983 shall be notified on a biweekly basis of all non-civil service appointments authorized in the preceding two-week period, together with the duration of such appointments and the reason(s) for such duration. Union representatives of organizations signatory to the aforementioned agreement shall have the right to meet and confer with the General Manager, Personnel, or designee, following notification cited hereinabove.

B. LIMITED TENURE APPOINTMENT

1. A limited tenure appointment is an appointment made to a permanent or temporary position under authority of Section 8.331 of the Charter in a class for which there is no available eligible.

2. All limited tenure appointments shall require the express prior approval of the Civil Service Commission and shall be made pursuant to the stated intent of the Letter of Agreement and Compliance Agreement adopted April 4, 1983 as it pertains to the classes represented by the unions signatory to these Agreements.

3. Lay-off due to lack of work or lack of funds or termination shall be as provided elsewhere in these rules and in Charter Section 8.331.

4. A Civil Service appointee who is laid off, terminated or who resigns from a limited tenure appointment shall return to their permanent position.

5. A limited tenure appointee resigning from employment shall complete the prescribed resignation form.

C. PROVISIONAL APPOINTEES - NO PREFERENCE FOR PERMANENT APPOINTMENT

Provisional appointees shall acquire by virtue of serving under provisional appointment no right or preference for permanent appointment.

Section 12.05 SEPARATION OF TEMPORARY AND PROVISIONAL APPOINTEES UPON EXPIRATION OF TERM OF EMPLOYMENT

A. No temporary or provisional appointment shall exceed the maximum allowable duration provided in these rules and upon expiration of that period of time, the appointee shall be separated from the position.

B. The appointee's separation shall be based upon the expiration of the maximum allowable duration or upon expiration of the appointee's temporary position. Such separation shall be without reference to the lay-off or termination provisions of these rules. The appointee shall be notified in writing (1) at the time of appointment as to the duration of such appointment and (2) at least ten (10) working days in advance of the final date.

RULE 13

REINSTATEMENT AND REAPPOINTMENT

(Adopted Jan. 3, 1977; Effective Jan. 5, 1977)

Section 13.01 REINSTATEMENT (Amended 8/4/80-Rule Change Number 80/81-1)

A. A permanent employee who accepts permanent appointment to a position in another class shall be permanently separated from any former position, with the following exception:

The employee may be reinstated to a vacant position in any former class in which the probationary period had been completed upon the employee's written request on the prescribed form and with the approval of the appointing officers in both the present department and the former department or the department(s) to which reinstatement is requested. A copy of the approved form(s) must be filed with the Civil Service Commission.

B. Reinstatement to a position in a former class and department shall be with former civil service seniority standing in that department and no probationary period shall be required.

C. Reinstatement to a position in a former class in another department shall require a new civil service seniority date in that department from the date of such reinstatement and shall require a new probationary period.

Section 13.02 REINSTATEMENT FOLLOWING TRANSFER

An appointment by transfer shall cancel all rights to the position from which transferred except that prior to the completion of the probationary period, a transferree may request reinstatement to a vacancy in a position in the same class and department from which transferred in accordance with the procedures established in Section 13.01.

Section 13.03 REAPPOINTMENT AFTER RESIGNATION

A. A permanent appointee who has completed the probationary period who resigns and whose services have been certified as satisfactory by the appointing officer or except as otherwise ordered by the Civil Service Commission in the case of services certified as unsatisfactory shall be permanently separated from such appointment except as follows:

Except for the members of the uniformed ranks of the Fire Department, upon request, on the prescribed form within a four (4) year period after the effective date of the resignation, the resignee with the approval of an appointing officer may be appointed ahead of eligibles to a vacancy in a permanent position in the class from which resigned in any department. A separate request must be filed with each department to which reappointment is desired. An approved copy of the reappointment form(s) must be filed with the Civil Service Commission. (Amended 8/29/83; CSC Rule Change Number 83/84-1)

Consistent with the above procedure, members of the uniformed ranks of the Fire Department shall have two (2) years from the effective date of the resignation to request and to be reappointed. (Added 8/29/83; CSC Rule Change Number 83/84-1)

B. If a vacancy does not exist in the classification from which resigned from City service, or if otherwise approved by the General Manager, Personnel, a resignee may re-enter the service to a vacancy in any former classification in which the probationary period had been completed in any department with the approval of the appointing officer.

C. When reappointed, the resignee shall enter the service as a new appointee with no rights based on prior service except such as may be specifically provided elsewhere in these rules, in the Vacation, Sick Leave and Salary Standardization Ordinances, and in the examination procedures with respect to credit for prior City and County service.

Section 13.04 RESTRICTIONS ON REINSTATEMENT AND REAPPOINTMENT

Appointments by reinstatement or reappointment are subject to the provisions of Rule 12.

RULE 14

PART-TIME AND AS NEEDED EMPLOYMENT

Section 14.01 PART-TIME EMPLOYMENT

A. Part-time employment is regularly scheduled less than full-time permanent or temporary appointment to a permanent or temporary position.

B. Any part-time position may be declared by the General Manager, Personnel, to be under conditional waiver and eligibles may then waive certification without penalty for appointment to a full-time position. An eligible who accepts such appointment shall retain eligibility for appointment to a full-time position.

C. ADVANCEMENT

After one (1) year of continuous permanent satisfactory service in a part-time or school-term only position, the senior appointee in a department may be advanced by the appointing officer to a full-time position. Such advancement from a school-term only position shall not require that a new probationary period be served. Advancement from a part-time position shall require a new probationary period.

Section 14.02 AS-NEEDED EMPLOYMENT

(Added 8/29/83; CSC Rule Change Number 83/84-1)

As-needed employment is a temporary or provisional appointment on either a full-time or part-time work schedule against a temporary requisition designated as as-needed to cover peak workloads, emergency extra workloads, necessary relief, and other situations involving a fluctuating staff.

RULE 15

MEDICAL EXAMINATIONS (Adopted 8/4/80-Rule Change No.80/81-1)

Section 15.01 REQUIREMENT FOR MEDICAL EXAMINATION OF APPOINTEES

A. Except as otherwise provided in these Rules, all Civil Service appointees shall be required to meet acceptable medical standards which may include passing a medical examination before a physician designated for such purpose by the General Manager, Personnel. The General Manager, Personnel, in consultation with the Director of Health and the General Manager of the Retirement System or designees, shall designate those appointees for whom a medical examination is required; provided, however, if requested by a recognized employee organization for appointees in classes under their respective jurisdictions, a medical examination shall be required; and provided, further, that a medical examination shall be required for all appointments in the uniformed ranks of the San Francisco Police Department and the San Francisco Fire Department. (Amended 11/14/83-Rule Change No. 83/84-3)

B. A person who inexcusably fails to complete a required medical examination or fails to follow established procedures in reporting for medical examination shall be placed under waiver on all eligibility lists and shall have his/her appointment and/or certification cancelled. Such waiver shall not be removed except with the special permission of the General Manager, Personnel. A second occurrence shall remove the name of the person from all eligible lists and future employment shall require the express approval of the General Manager, Personnel. (Amended 11/14/83-Rule Change No. 83/84-3)

Section 15.02 MEDICAL EXAMINATION OF EMPLOYEES

A. An appointing officer or authorized representative who has reason to believe that an employee is not medically or physically competent to perform assigned duties, and if allowed to continue in employment or return from leave may represent a risk to him/herself or to co-workers or to the public, may require the employee to present a medical report from a designated Commission physician certifying the employee's medical or physical competency to perform the required duties.

B. If the employee refuses or fails to obtain such physician's certificate or if as a result of a medical evaluation the employee is found not to be medically or physically competent, the appointing authority or authorized representative shall place the employee on compulsory sick leave under the leave provisions of these rules and shall immediately report such action to the Commission. Return of the employee to duty and appeals of imposition of compulsory leave shall be as provided in the rules governing leaves.

Section 15.03 MEDICAL REJECTION

A. Effect of Medical Rejection

1. Any person who fails to pass the medical examination shall be rejected and the rejection shall apply to any other class or position unless the medical standards pertaining to the class or position in question are different and the General Manager, Personnel, approves.

2. The General Manager, Personnel, upon the advice of the medical examiners, is authorized to validate the appointment of a person with medically disqualifying conditions that are subject to correction within a reasonable time period, and order that the employment of such persons be subject to passing all medical requirements within five (5) months of the date of the first medical examination or less time, if conditions warrant. Persons who fail to pass the medical examination within the approved time period shall be terminated.

3. The name of an eligible who is found to have a disqualifying medical defect that is not correctable shall be removed from all eligible lists unless the person has standing on a list or lists for which the medical standards are different and the General Manager, Personnel approves.

B. Appeal of Medical Rejection

1. Application for Re-examination

A person who has been medically rejected may present within 30-days of the notice of rejection or the date of correction of the condition leading to rejection medical evidence that the condition leading to rejection has been corrected, no longer exists, or did not in fact exist, and may apply to the General Manager, Personnel, for medical re-examination.

2. Appeal of Medical Rejection Following Re-examination

A person who has been medically rejected following re-examination may appeal the rejection to the General Manager, Personnel, within ten (10) days of the date of the notice of rejection following medical re-examination. The General Manager, Personnel, shall appoint a medical specialist not in the City and County service to conduct an evaluation and to report his/her findings. Subject to budgetary limitations, this evaluation shall be conducted at the cost of the City and County. If sufficient funds are not available, the evaluation shall be at the cost of the person appealing medical rejection. The decision of the medical specialist shall be final and no further appeal shall be allowed.

3. Failure to appeal within the appeal periods provided above shall constitute a waiver of appeal and shall cause all appeal rights for the rejection in question to be lost.

RULE 16

PROBATIONARY PERIOD

(Entire Rule amended 8/4/80 - Rule Change Number 80/81-1)

Section 16.01 PURPOSE OF THE PROBATIONARY PERIOD

A. The probationary period is the final phase of the selection process and is to be used for evaluating the ability of the employee to perform the assigned duties of the position to which appointed.

B. Nothing in these provisions is intended to infringe upon or restrict the discretion of appointing officers in terminating a probationary employee as provided in Charter Section 8.340 and elsewhere in these Rules.

Section 16.02 APPOINTMENTS SUBJECT TO THE PROBATIONARY PERIOD

A probationary period is required for the following types of appointment:

- A. Permanent appointment from an eligible list.
- B. Permanent appointment following lay-off or involuntary leave when the appointment is to a class and/or department other than the one from which laid off or where a probationary period had not been previously served in the class and department.
- C. Appointment by permanent transfer to the same class in another department.
- D. Reappointment of resignees.
- E. Reinstatement to a permanent position in a former class in a department other than a department in which the probationary period had been completed in this former class.
- F. Advancement from a part-time position to a full-time position except if the employee has previously served a probationary period in a full-time position in the same class in the same department.

Section 16.06 DURATION OF PROBATIONARY PERIOD

A. The Probationary period shall be six months except for those classifications designated in Appendix B of these Rules.

B. Appointing officers may credit as time served toward the completion of the probationary period prior permanent appointment in the same class, not to exceed the total length of the period(s) of appointment up to a maximum credit of one-half ($\frac{1}{2}$) of the required length of the probationary period.

C. Appointing officers may credit periods of limited term transfer toward the completion of the probationary period as provided in the Transfer Rule.

Section 16.04 EXTENSION OF THE PROBATIONARY PERIOD

A. Except as provided elsewhere in this section, all periods of unpaid authorized leave, except sick leave, all periods of unauthorized absence, and all periods of disciplinary suspension shall automatically extend the probationary period by the total time of the absence.

B. All periods of sick leave, with or without pay, in excess of 10-working days per 6-months of probationary period shall automatically extend the probationary period by the total time in excess of 10-working days.

C. For all appointees, periods of disability leave shall automatically extend the probationary period by the total time of the absence.

D. Regular Civil Service appointees in the School Districts shall have their probationary period calculated on the basis of actual service, excluding from such period of service, periods of non-service because of school vacation.

E. Exceptions to Extension

1. Military Leave, Jury Duty Leave, and Vacation Leave granted during the probationary period shall not extend the probationary period.
2. In accordance with Charter Section 8.340, the probationary period for entrance positions in the uniformed ranks of the Police Department, Fire Department, Sheriff's Department and the San Francisco International Airport Police Force shall be for one calendar year and shall not be extended except for Disability Leave.
3. Time served while on leave of absence to serve temporarily under the same appointing officer in another class during the probationary period shall be counted toward the completion of the probationary period for the class from which leave was granted. Appointing officers shall notify the Commission in writing of such temporary appointments.

Section 16.05 REPORT OF PROBATIONARY PERIOD

The appointing officer shall notify the appointee and the Civil Service Commission on the prescribed forms of the completion of an appointee's probationary period.

Section 16.06 EFFECTIVE DATE

The provisions of this amended Rule will affect probationary periods beginning on or after September 1, 1980.

STATUS RIGHTS

Section 18.01. GENERAL PRINCIPLES.

Status in the City and County service is the right or rights which an employee has to perform certain duties. These rights stem from the examination in which the employee qualified and or the appointment received, and the duties performed as indicated on official records. The class specification or duties statement in existence at the time of the examination and/or appointment is a basic reference document in determining status rights in a class. An employee has rights to a position in a class, but not to a particular position within such class. The appointing authority has very broad discretion in reassigning an employee from one position to another position in the same class.

Section 18.02. STATUS RIGHTS DETERMINED BY COMMISSION.

In cases where status is involved, the Commission shall be responsible for the determinations of status rights of employees and eligibles, and it shall be action indicate its determination in accordance with the provisions of this rule.

Section 18.03. RENUMBERING OR RETITLING OF ESTABLISHED CLASSES.

When the reallocation of a position or positions from a former class to a new class represents only the renumbering and/or retitling of the position or positions of the former class, and the class description and/or class specification has been changed to describe more accurately the duties actually being performed, all permanent employees in the former class are continued in the new class. Eligibles on lists in the former class are deemed to have rights to certification for appointment to positions in the new class.

Section 18.04. STATUS RIGHTS UNDER DIFFERENT SITUATIONS.

Status in the following situations will be administered as provided by this section:

(a) When the duties of a former class have been split off into two or more new classes; or

(b) When the duties of two or more former classes have been consolidated into one new class; or

(c) When the duties being performed are allocated to a new class for which there is no former civil service class, but the duties, although not specifically described in a former class, have been deemed by classification actions of the Commission made prior to the effective date of this rule to be a part of the duties of the former class; or

(d) When status to a new class from a former class is not indicated under provision of Section 18.03 and Section 18.04 (a), (b) or (c) above, and there is no significant difference in the kind and level of difficulty of work of the two classes.

In each of the above situations, the following shall apply:

1. All permanent employees in positions in the former class which have been reallocated to a new class are granted status in positions in the new class as of the effective date of the amendment to the Annual Salary Ordinance establishing such positions in the new class.

2. The remaining employees in the same former class in the same department are granted rights to assignment to positions in the new classes as vacancies occur according to seniority standing in the department.

3. Permanent employees occupying positions in the same former class in other departments are granted the right to transfer to positions in the new class or classes as vacancies occur. Such requests for transfer shall be governed by the provisions of the transfer rule (Rule 20 - Transfers).

4. Eligibles on regular civil service lists for the former classes are deemed to have rights to certification for appointment to positions in the new classes after incumbents in various departments have exercised their status rights.

5. In administering Section 18.04 (d) above, if the difference between the salary ranges of the former class and the new class is more than five percent, a significant difference in kind and level of difficulty of the work shall be deemed to exist. The five percent salary factor shall be measured from the first class from which status was granted, and the employee to whom status has been granted shall have no further status rights under the provisions of Section 18.04(d).

Section 18.05. STATUS IN TWO LEVEL HIGHER PROMOTIONAL SITUATION.

When an employee has been found to be performing the duties of a position allocated to a class two levels higher than the employee's former class, and status has been granted to occupants of positions of the former class in a class one level higher, such positions shall be reallocated to the class one level higher and the employee shall be granted status in the position so reallocated as of the effective date of the amendment to the Annual Salary Ordinance establishing such position; provided, however, that such positions will be flagged for reallocation to the higher level and incumbents in such positions will be required to attain eligibility on civil service lists for the higher class within a period of four years. If an employee in such instances is not reached for appointment to the higher class in the aforementioned period of time, the employee shall be reassigned to another position in the class to which the employee has attained status when this can be done without adversely affecting the rights of the person so reassigned, as defined in Section 18.01 of this Rule.

Section 18.06. STATUS - SPECIAL CASES.

When a permanent employee has been performing duties not included in any class in the former classification plan, and such duties have been reallocated to a class in the new classification plan, and the employee was performing such duties at the time of the general classification survey started in 1959 and still is performing such duties on the date of the adoption of this Rule, August 16, 1962; or the employee, although not performing such duties at the time of the general classification survey has performed such duties for the period of time set forth under minimum qualifications in the class specification in effect July 1, 1962, and still is performing such duties on the date of the adoption of this rule, August 16, 1962, such employees shall be granted status to positions in the new class as of the effective date of the amendment to the Annual Salary Ordinance establishing such positions.

When it can be clearly established by official records in existence prior to the general classification survey started in 1959 that permanent employees who are not now performing such duties have performed them for a period of time set forth under Minimum Qualifications in the class specification in effect on July 1, 1962, such employees shall be granted rights to appointment to positions in the new class as vacancies occur.

Before granting status or status rights under the provisions of this section, the Commission shall determine that the employee generally has the qualifications and training to perform the duties of the position in the new class. Grants of status under the provisions of this section shall be applicable only to the general classification survey recently concluded.

Section 18.07. WHEN COUNTERPARTS IN FORMER CLASSIFICATION PLAN.

When a position is to be reallocated from one class to another class, and there were counterparts of both of these classes in the former classification plan, status shall not be granted.

Section 18.08. WAIVER OF STATUS ASSIGNMENT.

An employee may waive the right to advancement or assignment under the status rule, and may thereafter upon written request, be granted a withdrawal of such waiver with the approval of the General Manager, Personnel; until such waiver is withdrawn, the employee's right to advancement or assignment shall be deemed to be in abeyance. Failure to accept an advancement or assignment to a vacancy under a status action following such withdrawal of waiver shall terminate all rights to a position in such class under such status action. In cases of temporary, seasonal or recurring status advancements, employees with status rights to so advance shall be given unlimited rights to temporary waiver.

Section 18.09. REASSIGNMENT FROM POSITION HELD BY STATUS ASSIGNMENT.

When a permanent employee in a former civil service class has exercised the right to status in one of the new classes resulting from the former class, the employee may thereafter voluntarily accept reassignment from the position to which assigned and be returned to a vacant position in the former class; or if no such vacant position exists, the employee may be reassigned to a vacancy in another new class to which the employee has status rights, provided that if this action results in receiving a lesser salary than the employee would receive if the employee had remained in the former class, the Commission shall reallocate the position to the former class in the next succeeding regular Salary Ordinance amendment, provided that the restoration of the position shall be effected by the Commission not later than six (6) months after such voluntary assignment. Said voluntary reassignment shall terminate status rights with respect to positions in the class from which voluntarily reassigned.

Section 18.10. TERMINATION OF PROBATIONARY APPOINTMENT OF TRANSFEREE BY STATUS.

When a permanent employee in a former civil service class has exercised the right to status in one of the new classes resulting from the former class by transfer, and the probationary appointment is terminated by the appointing officer, the employee's reassignment shall be governed by the provisions of this section in the same manner as if the employee had voluntarily requested same.

Section 18.11. LAYOFF - STATUS APPOINTEES. (Deleted 2/1/82; Civil Service Commission Rule Change 81/82-8)

Section 18.12. WHEN APPOINTEE NOT AVAILABLE FOR STATUS ASSIGNMENT.

When a vacancy exists or is anticipated in any department to which an employee has rights to advance under the Status Rule, and there is no employee in the department in which the vacancy exists who wishes to exercise the right to advancement to said vacancy, the appointing officer shall enter such information on the requisition.

Section 18.13. DISABILITY TRANSFERS AND STATUS RIGHTS.

Employees occupying positions under special authority of Section 8.350(a) of the Charter and Section 20.03(c), Rule 20 - "Transfer of Disabled", do not have status rights as provided in the previous sections of this Rule, but such employee shall be governed by the provisions of this section.

When a permanent civil service employee has transferred to a position in another class in accordance with the disability transfer provisions of the Charter and Rules of the Commission, and the position to which transferred is reallocated to another class in accordance with the recommendations of the general classification survey and status is granted in positions as reallocated, the employee's status shall continue under the new class title, subject to the salary limitations provided in Section 8.350(a) of the Charter. If such employee desires reassignment from the position in the class to which currently assigned, to a position in another class resulting from the general classification survey, such request for reassignment shall be submitted on forms and in accordance with the procedure as provided in Section 20.03(c) of Rule 20, provided that if in the opinion of the General Manager, Personnel, further certification by the employee's personal physician would not be required, such certification may be waived.

RULE 20

TRANSFERS

Section 20.01. TRANSFERS (Amended 11/16/81; Civil Service Commission Rule Change 81/82-3)

A. A transfer of a permanent appointee who has completed the probationary period to a position in the same class under another appointing officer shall be requested on the form prescribed by the General Manager, Personnel.

B. A properly completed transfer form approved by the appointing officer or designee of the department to which transfer is requested shall be filed in the requested department. A copy of the approved form shall be filed in the office of the Civil Service Commission and in the employee's current department within two (2) business days of approval.

C. Appointees accepting a new appointment by transfer shall give a minimum period of notice prior to separation from their current department of fifteen (15) working days unless the current department approves a shorter period of notice.

D. Appointments by transfer are subject to the appointment and probationary provisions of these rules.

E. Appointment by transfer will cancel all other transfer requests which have been filed.

Section 20.02. TRANSFER FROM POSITION NOT FULL-TIME

A permanent appointee to a part-time position or a position not full-time on an annual basis and who serves under such appointment continuously for one (1) year, may request transfer to a regular full-time position in accordance with the provisions of this Rule.

Section 20.03. TRANSFER OF DISABLED

A disability transfer request may be effected in accordance with Charter provision (Section 8.350). A disability transfer request shall be submitted to the office of the Civil Service Commission on properly completed forms. A designated Commission physician shall certify on such form that the employee because of physical disability is unable to perform the duties of her/his present position, but may perform the duties of the position to which she or he requests transfer. The disability transfer request shall be subject to the approval of the General Manager, Personnel. In the event of more than one disability transfer request filed for the same position, the request with the earlier filing time in the office of the Civil Service Commission shall be offered available appointment. A disability transferee shall not serve a new probationary period. (Amended 11/16/81; Civil Service Commission Rule Change Number 81/82-3)

Section 20.04. TRANSFERS OCCASIONED BY REDUCTION OF FORCE DUE TO TECHNOLOGICAL ADVANCES, AUTOMATION OR THE INSTALLATION OF NEW EQUIPMENT (AMENDED 11/16/81; CIVIL SERVICE COMMISSION RULE CHANGE NUMBER 81/82-3)

Permanent civil service employees who have completed their probationary period and who are subject to lay-off because of technological advances, automation, or the installation of new equipment, or the transfer of functions to another jurisdiction may submit a request to the General Manager, Personnel, for transfer to a position within their capacities to perform, whether or not within the classification for which they qualified for appointment. Such request for transfer shall be subject to the following:

A. Request for transfer shall be submitted on the form prescribed by the General Manager, Personnel and shall be approved by the appointing officer or designee of the department to which transfer is requested.

B. The position to which transfer is requested shall not be to a classification having a higher compensation schedule than the one from which transfer is requested. Compensation in the position to which transfer is made shall thereafter be governed by the provisions of the Salary Standardization Ordinance and the Salary Ordinance.

C. The General Manager, Personnel, may administer any examinations which in her/his judgment are deemed advisable to test the capacity of the employee to perform the duties in the position to which transfer is requested, unless the transfer is to a position in the same classification or a closely related class.

D. Employees so transferred who are not suited to the position, may be given an opportunity for further transfer to other positions within their capacities to perform.

E. In the event of lay-off of an appointee who occupies his position through transfer under the provisions of this section, such lay-off shall be in accordance with the applicable provisions of Rule 32. Seniority shall be calculated from the date of certification in the classification from which transferred.

F. Employees transferred under the provisions of this section may request reinstatement to the former classification in accordance with the Reinstatement Rule.

G. In the event that more than one approved transfer to the same classification is on file in the office of the Civil Service Commission, preference shall be given to the appointee who has the longest service under civil service permanent appointment in the classification from which lay-off is to be made.

H. An appointee transferred under the provisions of this section shall serve a probationary period in the new class.

Section 20.05. TRANSFERS OCCASIONED BY THE TRANSFER OF FUNCTIONS FROM ONE DEPARTMENT TO ANOTHER.

When in accordance with Charter provisions, part of the functions and duties of any department are transferred to another department, the employees performing such functions and duties shall be transferred therewith, and such employees shall retain in their new department the same salary and civil service seniority status as they had in the department from which transferred. Employees transferred in accordance with this Rule shall not be required to serve a new probationary period.

Section 20.06. LIMITED TERM TRANSFER

A. Definition

The transfer of a permanent appointee to a vacant position in the same class under another appointing officer for a specified duration of up to six (6) calendar months may be approved by the appointing officers of both departments and the General Manager, Personnel, and shall be known as a "limited term transfer."

B. Purpose

The purpose of a limited term transfer is to more efficiently utilize and exchange manpower resources among the departments of the City and County; to allow employees exposure and training in other departments; and to provide a mechanism for reducing staffing levels during slow periods or periods of fiscal emergency and to temporarily increase staffing during peak work periods.

C. Types of Limited Term Transfers

1. Voluntary: A limited term transfer may be initiated on the written request of an employee on the form prescribed by the General Manager, Personnel.
2. Mandatory: A permanent or probationary employee may be transferred by his/her appointing officer for a specified period up to a maximum of six (6) months in any calendar year to a position in the same class under another appointing officer. Such transfers shall be made by class in reverse order of seniority in the class in the department after all permanent and probationary employees in the class have been canvassed and all more senior employees have been notified and have waived the right to request a voluntary limited term transfer. The employee shall receive at least five (5) working days written notice in advance of the effective date of the transfer, and shall be given an opportunity, if requested, to meet and confer with the appointing officer or designated representative. No permanent employee shall be placed on mandatory limited term transfer if there are temporary employees in the same class in the department from which the transfer originates.

D. Expiration and Extension

1. Limited term transfers will remain in force for the period specified unless abridgement is approved by both appointing officers.
2. Limited term transfers approved for a period of less than six months may be extended for additional periods of time up to a maximum of six calendar months.
3. Upon expiration of the period of the transfer, the transferee shall be automatically reinstated to a permanent position in the class and department from which transferred.

E. Probationary Period

1. A limited term transferee shall not serve a new probationary period; however, notwithstanding any other provision of these Rules, with the approval of the appointing officer in the department to which transferred, the time served during a limited term transfer, or a portion thereof, may be counted toward the completion of the probationary period if the transferee requests and is granted a permanent transfer and commences a probationary period in the new department.

2. An appointee who is transferred under the provisions of this Rule while serving a probationary period in the department from which transferred shall complete the probationary period upon reinstatement to the original department; however, an appointing officer may, notwithstanding any other provision of these Rules, credit the time served during a limited term transfer or a portion thereof, toward the completion of the probationary period in the original department.

F. Disciplinary Action

A limited term transferee is an appointee in the department to which transferred during the period of the transfer for the purposes of disciplinary action under Charter Sections 8.340, 8.341 and 8.342. (Amended 11/16/81; Civil Service Commission Rule Change Number 81/82-3)

G. Temporary Positions

Limited term transfers which are not made to permanent positions may be made to positions which are funded on a temporary basis with the certification of the Controller that funds for the payment of mandatory fringe benefits are available in the department to which transferred. Appointees so transferred retain all the rights and benefits of permanent appointees. (Amended 11/16/81; Civil Service Commission Rule Change Number 81/82-3)

H. Seniority

Appointees returning to their original departments following a limited term transfer are reinstated with full seniority. No deduction from seniority in the original department shall be made for any period of limited term transfer.

I. Lay-off

An appointee who is laid off while on a limited term transfer shall be automatically reinstated to a permanent position in the class in the department from which transferred.

REQUEST FOR: ☐ PERMANENT TRANSFER - Complete Sections I, II, VI and VII
(check one) ☐ LIMITED TERM TRANSFER - Complete Sections I, II, IV, VI, and VII
☐ REINSTATEMENT TO FORMER CLASS - Complete Sections I, II, III, VI and VII
☐ REAPPOINTMENT FOLLOWING RESIGNATION - Complete Sections I, V, and VI

I. Complete for ALL requests:

Name (print) _____ Address _____
Department Requested _____ City _____ State _____ Zip Code _____
Employee Signature _____ Date _____

II. Complete for PERMANENT TRANSFER, LIMITED TERM TRANSFER and REINSTATEMENT:

Present Department _____
Present Class No. _____ Title _____ Rank _____ List _____

III. Complete for REINSTATEMENT to a position in a former class:

Class No. Requested _____ Title _____

IV. Complete for LIMITED TERM TRANSFER:

Period of transfer FROM _____ TO _____
Date Date
Approval of the General Manager, Personnel _____ Date _____

V. Complete for REAPPOINTMENT following Resignation:

Department from which Resigned _____
Class No. _____ Title _____
Effective Date of Resignation _____

VI. Departmental Approval - Present Department
(Complete for Permanent and Limited Term
Transfer and Reinstatement)

Authorized
Signature _____
Name & Title _____

Department _____
Date _____

VII. Departmental Approval - Requested Dept.
(Complete for all Requests)

Authorized
Signature _____
Name & Title _____

Department _____
Date _____

Complete a separate Request Form for each Department requested
See reverse side for excerpts from pertinent CSC Rules

Excerpts from Civil Service Rules Governing Permanent Transfer,
Limited Term Transfer, Reinstatement and Reappointment

An appointing officer may fill vacancies by transfer, reinstatement, reappointment, or by certification of eligibles from a Civil Service list. The appointing officer may, however, use only one of these methods. The decision of the appointing officer in appointments by any of these methods is final.

I. Permanent Transfers (Rule 20)

Permanent Employees who have completed the probationary period may request a transfer to a vacant permanent position in the same class in another department. Appointment by transfer is subject to approval by the Appointing Officers in both departments. A copy of the approved Employee Request Form must be filed in the Civil Service Commission Office.

A transferee must serve a probationary period in the new department. An appointment by transfer cancels all rights to the position from which transferred, except that prior to the completion of the probationary period a transferee may request reinstatement to a vacant position in the class and department from which transferred in accordance with the rules governing reinstatements.

II. Limited Term Transfer (Rule 20)

A permanent or probationary employee may voluntarily request or may be involuntarily placed in a position in the same class in another department for a specified period of time of up to 6 calendar months. Such transfers must be approved by the appointing officer in both departments and by the General Manager, Personnel. A copy of the approved form must be filed with the Civil Service Commission. There is no probationary period in the department to which transferred, but Civil Service Commission Rules allow periods of time while on a Limited Term Transfer to be credited toward the completion of required probationary periods.

III. Reinstatement (Rule 13)

A permanent employee who accepts permanent appointment to a position in another class shall be permanently separated from the first position, with the following exception:

The employee may be reinstated to a vacant position in the first class upon the employee's written request on the prescribed form and with the approval of the appointing officers in both the present department and the department from which advanced or the department to which reinstatement is requested. A copy of the approved form must be filed with the Civil Service Commission.

a) Reinstatement to the former position and department shall be with former seniority standing.

b) Reinstatement to the former class in another department shall require a new departmental seniority date from the date of such reinstatement and shall require a new probationary period.

IV. Reappointment After Resignation (Rule 13)

A permanent appointee who resigns and whose services have been certified as satisfactory by the appointing officer, shall be permanently separated from such appointment except as follows:

Upon request, on the prescribed form within a one (1) year period after the effective date of the resignation, the resignee with the approval of the appointing officer may be appointed ahead of eligibles to a vacancy in a permanent position in the class from which resigned. An approved copy of the

ANNUAL VACATION - TEMPORARY EMPLOYEES

Section 21.01. TIME REQUIRED TO QUALIFY FOR VACATION.

Employees occupying positions under temporary appointment shall be governed by the provisions of the Vacation Ordinance (#124-60), except as herein provided. Temporary appointees must establish their right to a first vacation by being employed eleven and one-half (11½) months within the twelve (12) month period beginning from the date of their appointment, provided that such first vacation may not be claimed until the anniversary date of appointment. Such employment may be under either certification, emergency appointment or appointment exempt from civil service, and must be in a pay status for the required time period.

Section 21.02. VACATION AFTER FIRST YEAR OF SERVICE.

Temporary appointees who have established their right to a first vacation shall thereafter be allowed 5/6th of a day (or 1½ days after five (5) years of service) adjusted to the nearest 1/2 day for each twenty-two (22) days worked. Such days of vacation may be accumulated, provided that vacation earned during an anniversary year must be taken not later than twelve (12) months following such anniversary year. After the first year of service, a temporary appointee who is laid off from a temporary appointment, and who thereafter is not employed in the city and county service for a period of six (6) months must re-establish vacation eligibility in the same manner as a first vacation. If at the time of such lay-off a temporary appointee claims vacation due, vacation shall be granted before the effective date of the lay-off when possible. If vacation is not granted at that time, then the employee while in such lay-off status, may claim vacation due within the six (6) month period following lay-off. Vacation due shall be granted and recorded on a timeroll by the department from which laid off on the basis of a temporary requisition to provide funds for such vacation.

Section 21.03. PART-TIME POSITIONS.

Employees appointed to positions less than full-time, but who work a regularly assigned schedule shall be entitled to proportionate vacation based on such regular schedule. Employees appointed for intermittent part-time work and who are not assigned to a regular schedule shall not be entitled to vacation for such employment. In the event of dispute, the Commission shall be the final judge as to whether a part-time employment constitutes a regular or irregular schedule.

RULE 22

LEAVES OF ABSENCE

(Adopted April 21, 1980; Effective May 1, 1980)

Section 22.01. LEAVES OF ABSENCE - GENERAL REQUIREMENTS.

Leaves of absence, hereinafter referred to in this Rule as "Leave" shall be governed by the provisions of this Rule. For the purpose of this Rule "Appointing Officer" shall mean all elected officials, all department heads designated by the Charter as appointing officers, and all Boards and Commissions when officiating as appointing officers.

A. Requests for Leave shall be subject to the approval of the appointing officer or designee. The decision of the appointing officer or designee is final unless provision for appeal is specifically granted in this Rule and shall be processed in accordance with the appeal procedure provided herein. Requests for Military, Maternity, or Witness/Jury Duty Leave shall be granted as provided herein.

B. Except for vacation leave, witness/jury duty leave, compulsory sick leave or disability leave, an employee requesting a Leave for more than five (5) working days shall submit such request to the appointing officer or designee on the form prescribed by the General Manager, Personnel. Requests for Sick Leave in excess of five (5) continuous working days shall be certified by a licensed medical doctor, doctor of dental surgery, doctor of podiatric medicine, licensed clinical psychologist, or Christian Science Practitioner. Verification of Sick Leave With Pay under five (5) working days (seven (7) calendar days in the case of part-time employees) as provided elsewhere in this Rule shall be required on an individual basis only and shall be based upon an evaluation of the individual attendance record of an employee. (Amended 10/6/80; Rule Change Number 80/81-4 and 11/16/81; Rule Change Number 81/82-4.

C. The General Manager, Personnel, may direct that Leave requests be retained in the department and maintained in a manner so as to be readily available for audit, review or analysis by Civil Service Commission staff.

D. Except as otherwise provided in these Rules, Leave granted for the period stated on the prescribed form may be extended or abridged only with the approval of the appointing officer or designee. An employee who does not return to work on the approved date shall be deemed as away without official leave and shall be subject to Automatic Resignation as provided elsewhere in these Rules.

E. Except when an employee requesting Sick Leave has accumulated unused Sick Leave With Pay Credits and except for employees eligible for Military Leave with pay, Witness or Jury Duty Leave, Disability Leave or Leave Due to Battery as provided elsewhere in this Rule, or for authorized holiday or vacation, Leaves shall be without pay.

F. Except as provided in this Rule and the Probationary Period Rule and except for appointees to entrance positions in the uniformed ranks of the Police Department, Fire Department, Sheriff's Department, and the San Francisco International Airport Police Force, an employee who is granted a Leave while serving probation shall have the probationary period extended by the period of such Leave in order to complete the required period of service. Disability Leave shall extend the probationary period in all cases.

G. Exempt employees may be granted leaves in accordance with the provisions of this Rule without reference to the Civil Service Commission. The decision of the appointing officer shall be final in all cases.

SECTION 22.01 - CONTINUED

H. An appointee shall not be required to sign a resignation form as a condition of approval of a Leave.

I. Leaves granted under this Rule shall be indicated on timerolls by symbols designated by the Controller.

J. An authorized Leave of Absence granted under this Rule shall not be considered as a break in the continuous service of an employee.

22.02 SICK LEAVE

A. SICK LEAVE - DEFINITION AND GENERAL REQUIREMENTS

*****THE PROVISIONS OF CIVIL SERVICE COMMISSION RULE 23 ARE EFFECTIVE PENDING RATIFICATION OF THIS SECTION BY THE BOARD OF SUPERVISORS AND NOTIFICATION OF IMPLEMENTATION BY THE CIVIL SERVICE COMMISSION.*****

1. ELIGIBILITY FOR SICK LEAVE

Subject to the provisions of this Rule, employees and officers, hereinafter called employees, who are absent from their duties because of illness or disability are eligible for Sick Leave.

2. SICK LEAVE - EXCLUSIONS FROM ELIGIBILITY

a) SICK LEAVE - MEMBERS OF THE UNIFORMED RANKS OF THE POLICE AND FIRE DEPARTMENTS

Sick Leaves granted to members of the uniformed ranks of the Police and Fire Departments shall be regulated by rules adopted respectively by the Police and Fire Commissions. These rules and any amendments thereto shall be subject to the approval of the Civil Service Commission and when so approved by the Civil Service Commission shall be deemed as included in this Rule. Calculation of Sick Leave With Pay Credits, reimbursement for vested and unused accumulated Sick Leave With Pay Credits and any provision not covered in the Rules of the Police and Fire Departments shall be as provided in this Rule.

b) SICK LEAVE - OTHER EXCLUSIONS

This Rule shall not apply to certificated employees of the School Districts, patrol special officers appointed by the Police Commission, employees under personal services contracts, elective officers, and members of Boards and Commissions.

3. DEFINITION OF SICK LEAVE

A Leave granted under this Rule for one of the following reasons shall be known as "Sick Leave":

a) SICK LEAVE - MEDICAL REASONS

i) Absence because of illness, including alcoholism, or injury other than illness or injury arising out of and in the course of City and County employment. Absence due to illness or injury arising out of and in the course of employment is administered EITHER (1) under the rules of the Retirement Board and is referred to as "Disability Leave" and may be supplemented as provided elsewhere in this Rule OR (2) under the provisions of this Rule and the Administrative Code for those employees injured by battery ("Leave Due To Battery").

ii) Absence because of medical or dental appointments.

b) SICK LEAVE - QUARANTINE

Absence during a period of quarantine established and declared by the Department of Public Health or other authority.

c) SICK LEAVE - BEREAVEMENT

i) Absence because of the death of an employee's parents, step parents, grandparents, parents-in-law, spouse, sibling, child, step child, adopted child, legal guardian or any person who is permanently residing in the household of the employee. Such Leave shall not exceed three (3) working days and shall be taken within thirty (30) calendar days after the date of death; however, two additional working days shall be granted in conjunction with the Bereavement Leave if travel outside the State of California is required as a result of the death.

ii) Absence because of the death of other relatives. Leave shall be for not more than one (1) working day; however, two additional working days shall be granted if travel outside the State of California is required as a result of the relative's death.

d) SICK LEAVE - MATERNITY

Absence due to the employee's pregnancy or convalescent period following childbirth. Such Leave shall not exceed six (6) months provided that such Leave may be extended for permanent employees if a physician certifies that a longer convalescence period is required. Such extensions shall be subject to the provisions of this Rule governing Sick Leave Without Pay.

e) SICK LEAVE - DEPENDENT CHILD

Absence because of the illness, injury, or medical or dental appointment of a dependent child. Such Leave shall not exceed a total of five (5) working days in any calendar year.

f) SICK LEAVE - COMPULSORY

Leave imposed by an appointing officer due to an employee's medical inability or incapacity to perform all the duties of the position as provided elsewhere in this Rule.

4. VERIFICATION OF SICK LEAVE

a) The appointing officer or designee to whom application for Sick Leave is made may make such independent investigation as to the necessity for Sick Leave as is deemed proper and may require certification for any period of Sick Leave provided that the employee has been previously notified in writing that such certification for absence under five working days shall be required.

b) The Commission or General Manager, Personnel may at any time make such independent investigation as may be deemed proper regarding the illness of any person on Sick Leave.

5. RETIREMENT AUTOMATICALLY TERMINATES SICK LEAVE

Sick Leave shall automatically terminate on the effective date of an employee's retirement.

6. ABRIDGEMENT OF SICK LEAVE

Sick Leaves granted in excess of five (5) working days may be abridged if the employee presents to the appointing officer or designee medical evidence of capability to resume all the duties of the position.

B. SICK LEAVE WITH PAY

*****THE PROVISIONS OF CIVIL SERVICE COMMISSION RULE 23 ARE EFFECTIVE PENDING RATIFICATION OF THIS SECTION BY THE BOARD OF SUPERVISORS AND NOTIFICATION OF IMPLEMENTATION BY THE CIVIL SERVICE COMMISSION.*****

1. SICK LEAVE WITH PAY - ELIGIBILITY

a) Sick Leave With Pay may be granted to employees who have earned Sick Leave With Pay Credits and who have served a total of six (6) continuous months of regularly scheduled paid service except that Supplemental Disability Credits may be used to supplement Disability Indemnity Payments as provided elsewhere in this Rule regardless of length of service and except that an authorized Leave of Absence either with or without pay granted under this Rule shall not be considered as a break in the continuous service of an employee.

b) A break in service of more than six (6) continuous months by any employee other than an employee designated as a "Holdover" will cause prior accumulated Sick Leave With Pay Credits to be canceled and eligibility for Sick Leave With Pay must be re-established.

2. SICK LEAVE WITH PAY - MAXIMUM ACCUMULATION OF CREDITS

Sick Leave With Pay Credits shall be cumulative but the accumulated balance of unused Sick Leave With Pay Credits shall not exceed the equivalent of six (6) months which is 130 working days for members of the uniformed ranks of the Fire Department and, for other employees, the hourly equivalent of 130 working days based on the regular daily work schedule as authorized by the Salary Standardization Ordinance provided that in no case may the total accumulated unused Sick Leave With Pay Credit balance exceed 1040 hours for any employee. Maximum accumulated Sick Leave With Pay Credits shall be reduced proportionally for employees entering a class or position where the regular work schedule is less than the class exiting if such employees have accumulated unused Sick Leave With Pay Credits in excess of the maximum allowable for the new class or position. Such employees shall have all such credits restored upon return to a class or position with an increased regular work schedule.

3. SICK LEAVE WITH PAY - RESTRICTIONS

a) Sick Leave With Pay is a privilege recognized by Charter and by Ordinance of the Board of Supervisors and should be requested and granted only in cases of absence because of illness which incapacitates the employee for the performance of duties or as otherwise defined in this Rule.

SECTION 22.02 B - CONTINUED (SEE NOTE UNDER SECTION HEADING)

b) An appointing officer or designee may require proof of incapacitation before granting Sick Leave With Pay for any period of time and may withhold pay for failure to submit such proof provided that the employee had been previously notified in writing that such proof would be required for absences under five (5) working days.

c) The rate of earning and accumulating Sick Leave With Pay Credits and authorization for its use under this Rule shall in no way inhibit or restrict the right of an appointing officer to establish standards of attendance.

4. PROHIBITION AGAINST EMPLOYMENT WHILE ON SICK LEAVE WITH PAY

a) Employees are prohibited from working in any other employment when on Sick Leave With Pay unless, after considering the medical reason for the Sick Leave With Pay, the appointing officer with the approval of the General Manager, Personnel grants permission for the employee to engage in a secondary employment subject to the provisions of these Rules governing such employment.

b) Violators of this section are subject to disciplinary action as provided in the Charter.

5. CALCULATION OF SICK LEAVE WITH PAY CREDITS

a) Except for members of the uniformed ranks of the Fire Department, Sick Leave With Pay Credits shall be earned at the rate of .05 hours for each hour of regularly scheduled paid service excluding (1) overtime exceeding 40 hours per week and (2) holiday pay, except that an employee on Disability Leave shall earn Sick Leave With Pay Credits at the normal rate.

b) For members of the uniformed ranks of the Fire Department Sick Leave With Pay Credits shall be earned at the rate of thirteen (13) working days per completed year of paid service; provided that an employee's balance shall be credited on a pro rata basis based upon the completion of regularly scheduled paid service for the employee's classification, excluding overtime, but including holidays and other paid absences.

6. DISBURSEMENT OF SICK LEAVE WITH PAY CREDITS

Sick Leave With Pay Credits shall be used and deducted at the minimum rate in units of one hour for those employees whose credits are calculated in hours. The minimum deduction for members of the uniformed ranks of the Fire Department shall be determined by departmental rule.

7. CONVERSION OF SICK LEAVE WITH PAY CREDITS FROM DAYS TO HOURS

Except for members of the uniformed ranks of the Fire Department, Sick Leave With Pay Credit balances shall be converted from days to hours based on the equivalent number of hours in such employees' Sick Leave With Pay Credit balances. The equivalent number of hours shall be based on the employee's authorized normal daily work schedule in effect on the effective date of this amended Rule except if the General Manager, Personnel determines that such conversion is inequitable and allows another formula to be used.

8. EMPLOYEES INJURED BY BATTERY

a) An employee absent because of bodily injury or illness received in the course of employment and caused by an act of criminal violence shall be entitled to Sick Leave With Pay under the provisions of the Administrative Code.

b) Sick Leave With Pay under this Section shall be known as "Leave Due To Battery" and shall be subject to approval by the General Manager, Personnel. The General Manager, Personnel shall make such investigation as is deemed appropriate and may include medical examinations by designated Commission physician(s).

c) The decision of the General Manager, Personnel is reconsiderable by the Civil Service Commission whose decision is final.

d) Authorized Sick Leave under this Section shall not be charged against earned Sick Leave With Pay Credits.

9. REIMBURSEMENT OF VESTED AND UNUSED ACCUMULATED SICK LEAVE WITH PAY CREDIT BALANCE

a) An employee who had accumulated unused Sick Leave With Pay Credits and who had completed the service requirement on or before December 5, 1978 shall upon the effective date of retirement for service or disability, or upon the date of death, or upon the date of separation caused by industrial accident be reimbursed for the accumulated unused Sick Leave With Pay Credit Balance which had been earned on or before December 5, 1978 and not subsequently used ("vested and unused accumulated Sick Leave With Pay Credits") in accordance with the following schedule of service requirements and allowances:

Schedule of Service Requirements and Allowances for Reimbursement of Vested and Unused Accumulated Sick Leave With Pay Credit Balance at the time of Retirement, Separation because of Industrial Accident or Death.

<u>Service Requirement</u>	<u>Amount of Cash Reimbursement</u>
(a) 15 or more years of continuous service	100%
(b) More than 5 continuous years but less than 15 continuous years of service	50%
(c) Up to and including 5 continuous years of service	33 1/3%

b) Reimbursement for the vested and unused accumulated Sick Leave With Pay Credit Balance shall be further subject to the following:

i) The General Manager, Personnel shall administer the provisions of this section.

ii) Deduction shall be made from the unused accumulated Sick Leave With Pay Credit Balance which existed on December 5, 1978 in an amount proportional to any credits used of that balance. Reimbursement shall be made only for the adjusted amount with all credits from the December 5, 1978 balance subsequently used being deducted.

iii) Reimbursement for the vested and unused accumulated Sick Leave With Pay Credit Balance shall be payable at the time of retirement, separation caused by industrial accident or death, or at a later date when so elected by the employee, but within one year of such retirement, separation or death.

iv) Reimbursement is to be computed at the base rate of pay of an employee's permanent class, at the base rate of pay of the class of a temporary employee with no permanent status, or at the base rate of pay in a temporary appointment of an employee with permanent status in another class who has held such temporary appointment continuously for one or more years at time of separation.

v) No reimbursement shall be made for unused Sick Leave With Pay Credits earned on or after December 6, 1978.

vi) The enactment of this section is not intended to constitute additional compensation, nor be a part of the rate of pay of the employee, but is reimbursement for the vested and unused accumulated Sick Leave With Pay Credit Balance which they would have been entitled if he/she had not retired, separated due to industrial accident or died.

10. APPEAL OF DENIAL OF SICK LEAVE WITH PAY

Denial of Sick Leave With Pay to an appointee who is eligible and qualified for such leave is appealable as provided elsewhere in this Rule.

C. SICK LEAVE WITHOUT PAY

1. SICK LEAVE WITHOUT PAY - ELIGIBILITY

Subject to the provisions of this section, Sick Leave Without Pay may be granted to employees who are not eligible for Sick Leave With Pay or, subject to the approval of the appointing officer or designee, employees may choose not to use their Sick Leave With Pay Credits.

2. SICK LEAVE WITHOUT PAY - TEMPORARY EMPLOYEES

Sick Leave Without Pay may be granted to temporary employees. Such Leave shall be renewed monthly and shall not be extended beyond three (3) calendar months except for Sick Leave - Maternity.

3. SICK LEAVE WITHOUT PAY - PERMANENT EMPLOYEES

a) Sick Leave Without Pay may be approved for permanent employees for the period of the illness provided that requests for prolonged leave shall be renewed every three (3) months and provided further that such leave shall not be extended beyond a period of one (1) continuous year unless a designated Commission physician advises that there is a reasonable probability that the employee will be able to return to employment.

SECTION 22.02 C.3 - CONTINUED

b) If the designated Commission physician determines that there is no reasonable probability that the employee will be able to return to duty, the appointing officer shall have good cause for discharge.

c) The designated Commission physician may defer certification of capability for additional periods of three (3) month intervals up to an additional year.

4. PROHIBITION AGAINST EMPLOYMENT WHILE ON SICK LEAVE WITHOUT PAY

a) Employees are prohibited from working in any other employment when on Sick Leave Without Pay unless, after considering the medical reason for the Sick Leave Without Pay, the appointing officer with the approval of the General Manager, Personnel grants permission for the employee to engage in outside employment.

b) Violators of this section are subject to disciplinary action as provided in the Charter.

D. COMPULSORY SICK LEAVE

1. An appointing officer or designee who has reason to believe that an employee is not medically or physically competent to perform assigned duties, and if allowed to continue in employment or return from Leave may represent a risk to him/herself or to co-workers or to the public, may require the employee to present a medical report from a designated Commission physician certifying the employee's medical or physical competency to perform the required duties.

2. If the employee refuses to obtain such physician's certificate OR if as a result of a medical evaluation the employee is found not to be medically or physically competent, the appointing officer or designee may place the employee on Compulsory Sick Leave and shall immediately report such action to the General Manager, Personnel.

3. An employee shall remain on Compulsory Sick Leave until such time as the employee is found to be competent to return to duty by a designated Commission physician but such Leave shall not exceed the maximum period of Sick Leave provided for in this Rule.

4. The employee placed on Sick Leave under the provisions of this section may appeal as provided elsewhere in this Rule.

5. An employee placed on Compulsory Sick Leave is ineligible for employment with the City and County and shall be placed under waiver on all lists on which there is standing and shall otherwise be unemployable.

E. DISABILITY LEAVE

*****THE PROVISIONS OF CIVIL SERVICE COMMISSION RULE 23 ARE EFFECTIVE PENDING RATIFICATION OF THIS SECTION BY THE BOARD OF SUPERVISORS AND NOTIFICATION OF IMPLEMENTATION BY THE CIVIL SERVICE COMMISSION.*****

1. Absence due to illness or injury arising out of and in the course of employment is defined as "Disability Leave" and is administered under the State Workers' Compensation Laws and the Rules of the Retirement Board.

SECTION 22.02 E - CONTINUED

2. An employee who is absent because of Disability Leave and who is receiving Disability Indemnity Payments may request, by submitting a signed option statement in his/her department no later than ninety (90) days following the employee's release from Disability Leave, that the amount of Disability Indemnity Payment be supplemented with salary to be charged against the employee's Supplemental Disability Credits so as to equal the full salary the employee would have earned for the regular work schedule. The regular work schedule shall be that schedule in effect at the commencement of the Disability Leave.
3. Supplemental Disability Credits shall be an account separate from but equivalent to the employee's accumulated unused Sick Leave With Pay Credit Balance except that the Supplemental Disability Credit account shall be adjusted as provided below.
4. Failure to exercise the option to supplement Disability Indemnity Payments within ninety (90) calendar days following release from Disability Leave will preclude later requests.
5. Supplemental Disability Credits shall be used at the minimum rate in units of one hour.
6. The employee's department shall submit separate timereolls to reflect this action only after the Retirement System certifies the amount of Disability Indemnity Payment, if any, for the period.
7. Salary may be paid on regular timereolls and charged against the unused Sick Leave With Pay Credit Balance during any period prior to the commencement of the determination of eligibility for Disability Indemnity Payment without requiring a signed option by the employee.
8. When an employee has used Sick Leave With Pay Credits and the Retirement System subsequently determines that the employee was entitled to Disability Indemnity Payment for the period of absence, provision shall be made for adjusting the employee's Sick Leave With Pay Credit Balance and for reimbursing the appropriate City fund for the amount of Sick Leave With Pay Credits charged and paid.
9. An employee who uses Supplemental Disability Credits to supplement Disability Indemnity Payments shall while on Disability Leave earn Supplemental Disability Credits at the same rate as Sick Leave With Pay Credits.
10. Upon return to duty, an employee who has used Supplemental Disability Credits shall earn Sick Leave With Pay Credits at the normal rate and shall earn Supplemental Disability Credits at twice the rate that Sick Leave With Pay Credits are earned until such time as the total hours of Supplemental Disability Credits used are regained.
11. Should an employee suffer a recurrence or a new injury before all Supplemental Disability Credits are regained, the Supplemental Disability Credit balance shall be that balance existing at the beginning of the pay period in which the recurrence or new injury occurs and shall be adjusted for the amount of Supplemental Disability Credits subsequently earned and Sick Leave With Pay Credits subsequently used.

SECTION 22.02 - CONTINUED

F. USE OF SICK LEAVE WITH PAY CREDITS TO SUPPLEMENT STATE DISABILITY INSURANCE (Added Civil Service Commission Rule Change 81/82-9; Effective 2/1/82)

1. Sick Leave With Pay Credits shall be used to supplement State Disability Insurance (SDI) at the minimum rate in units of one (1) hour.

2. SDI payments to an employee who qualifies and who has accumulated and is eligible to use Sick Leave With Pay Credits shall be supplemented with Sick Leave With Pay Credits so that the total of SDI and Sick Leave With Pay calculated in units of one-hour provides up to but does not exceed the regular gross salary the employee would have received for the normal work schedule excluding overtime.

3. An employee who wishes not to supplement or who wishes to supplement with compensatory time or vacation must submit a written request on a form prescribed by the General Manager, Personnel to the appointing officer or designee within seven (7) calendar days following the first date of absence.

4. Employees who are supplementing SDI earn Sick Leave With Pay Credits at the normal rate only for those hours of Sick Leave With Pay Credits used.

22.03 MILITARY, WAR EFFORT AND SEA DUTY LEAVES (Charter Section P.361)

A. MILITARY LEAVE

1. MILITARY LEAVE - AUTHORITY

Military Leave is governed by the provisions of applicable Federal and State laws, by Charter provision, and by this Rule.

2. TIME OF WAR - DEFINITION

The phrase "time of war" is defined in Section 8.324 of the Charter.

3. MILITARY LEAVE - TIME OF WAR

Leaves of absence shall be granted to officers and employees for service in the armed forces of the United States or the State of California or for service on ships operated by or for the United States government in time of war and for a period not to exceed three (3) months after the conclusion of such service, but not later than one (1) year after the cessation of hostilities, except in case of disability incurred while in active service with the armed forces or the merchant marine when such disability shall extend beyond such period.

4. MILITARY LEAVE - TIME OF PEACE

Whenever any officer or employee shall, by order of the government of the United States or by lawful order of any of its departments or officers, or by lawful order of the State of California, or any of its departments or officers, be directed in time of peace to report and serve in the armed forces of the United States, or in the armed forces of the State of California, said officer or employee shall be entitled to a leave of absence from his office or position during the time of such service and for a period not to exceed three (3) months after the expiration thereof.

5. MILITARY LEAVE - PERMANENT APPOINTEES

Any officer or employee on Military Leave, who, prior to such leave, has been appointed to a permanent position in the City and County service, shall be entitled to resume such position at the expiration of his leave, and in determining and fixing rights, seniority, salary and otherwise, which have accrued and shall inure to the benefit of such officer or employee, the term of Military Leave shall be considered and accounted a part of his service to the City and County.

6. MILITARY LEAVE - PROOF OF DUTY

Officers and employees requesting Military Leave shall file with the Civil Service Commission a copy of the orders necessitating such service prior to the effective date of the leave of absence and upon return from such Leave shall submit a copy of the discharge or release.

7. MILITARY LEAVE - SALARY WHILE ON TEMPORARY LEAVE

Employees who have been employed by the City and County or any other public agency or on military duty for a period of not less than one (1) year continuously prior to the date upon which temporary Military Leave not

exceeding 180 calendar days begins, shall, as required by the State of California Military and Veterans Code (Section 395), receive their regular salary or compensation for a period not to exceed thirty (30) calendar days of such Military Leave in any fiscal year, nor more than thirty (30) calendar days during any period of continuous Military Leave.

8. MILITARY LEAVE - PROBATIONARY APPOINTEE

Military Leave taken during a probationary period shall not extend the probationary period.

9. MILITARY LEAVE - ELIGIBLE NOT REACHED FOR CERTIFICATION WHILE IN SERVICE - TIME OF WAR

An eligible on a regular civil service list, who served on active military duty not including reserve service, during time of war who presents an honorable discharge or certificate of honorable active service within one (1) year from the date of release from military service, shall be preferred for certification for a period of four (4) years after the cessation of hostilities in the order of standing upon the eligible list at the time of entrance into military service, and before candidates procuring standing through an examination held subsequent to the entrance of such eligibles into the military service.

10. MILITARY LEAVE - ELIGIBLES REACHED FOR CERTIFICATION

a) If while in the military service, the name of an eligible was reached for certification to a permanent position, and the eligible presents an honorable discharge or certificate of honorable active service within one hundred and twenty (120) days from the date of release from active military duty not including reserve service during time of war, the eligible shall be certified to a position in the class for which so reached, and for all purposes of seniority the date of certification if appointed shall be deemed to be the date when the eligible was reached for certification while in the military service.

b) A person appointed in accordance with this section shall serve the required probationary period.

c) An eligible who is offered appointment in accordance with the provisions of this section and who waives appointment and is subsequently certified after withdrawal of waiver, shall have seniority as of the date of such certification.

11. MILITARY LEAVE - PARTICIPANTS IN WRITTEN EXAMINATIONS

Persons who participate in a written examination and who present their orders or other proof of service within 120 days from the date of release from active military service in time of war, shall be allowed to participate in the remaining parts of the examination. If they meet all the eligibility qualifications, they shall be certified as of the date they would have been reached for certification in accordance with their rank based on the entire examination.

12. MILITARY LEAVE - EMPLOYEES OR OFFICERS NOT SUBJECT TO CIVIL SERVICE EXAMINATION

a) Military Leave to an elected or appointed officer, appointed for a definite period of time, shall not be extended beyond the period of time for which elected or appointed, provided that if such officer is re-elected or reappointed, then Military Leave shall be automatically extended for such ensuing period of time.

b) Military Leave to an employee occupying a position exempt from Civil Service examination, shall not extend beyond the period of time for which the employee's appointing officer was elected or appointed.

B. WAR EFFORT LEAVE

The Board of Supervisors may provide by ordinance that leaves of absence shall be granted to officers and employees during time of war for service directly connected with the prosecution of the war or national defense or preparedness.

C. LEAVE FOR SEA DUTY AS LICENSED OFFICERS

In time of war, or while any act authorizing compulsory military service or training is in effect, the Board of Supervisors may provide by ordinance that leaves of absence shall be granted to officers and employees for sea duty as licensed officers aboard ships operated by or for the United States government. The Commission shall amend this section to implement such ordinance.

22.04 LEAVE TO ACCEPT OTHER CITY AND COUNTY POSITION

A. Leave by an employee who has completed the probationary period to accept exempt or temporary appointment in the City and County service may be approved for the duration of such appointment. Such Leave by probationary employees is subject to the provisions of the Rule governing the probationary period.

B. Denial of such Leave by the appointing officer is appealable as provided elsewhere in this Rule.

22.05 EDUCATIONAL LEAVE

A. Educational Leave is defined as Leave for the purpose of educational or vocational training in a field related to the employee's current position and as any training to which a veteran is entitled pursuant to the laws of the United States or the State of California.

B. Educational Leave may be approved for permanent appointees for a period of up to one year. Requests for Educational Leave of longer than one year must be renewed each year.

C. Denial of Educational Leave is appealable as provided elsewhere in this Rule.

D. An employee on Educational Leave shall not accept other employment without approval of the appointing officer and the General Manager, Personnel, except for employment in vacant positions with the City and County during school vacations.

SECTION 22.05 - CONTINUED

E. As soon as records are available, the employee shall periodically present to the appointing officer a record of completed educational work. These records shall be maintained in such a manner as to be readily available for audit by Civil Service Commission staff. Failure to submit an acceptable record of completed educational work shall subject the employee to disciplinary action as provided in the Charter.

22.06 LEAVE FOR CIVILIAN SERVICE IN THE NATIONAL INTEREST

A. Civilian Service in the National Interest is defined as Leave to serve with a federal, state or other public agency or a non-profit organization in a program or in a capacity which the General Manager, Personnel deems to be in the national or general public interest.

B. Such Leave may be approved for permanent appointees for a period of up to one year. Request for such Leave of longer than one year must be renewed each year.

C. Denial of such Leave is appealable as provided elsewhere in this Rule.

22.07 LEAVE FOR EMPLOYMENT AS AN EMPLOYEE ORGANIZATION OFFICER OR REPRESENTATIVE

A. Leave for employment as an Employee Organization Officer or Representative is defined as Leave:

1. to serve full-time as an officer or representative of an employee organization whose membership includes city employees OR

2. to attend a convention or other type of business meeting of an employee organization as an officer or delegate of the employee organization.

B. Leave for permanent appointees may be approved for the duration of such service.

C. Denial of such Leave is appealable as provided elsewhere in this Rule.

22.08 CHILDCARE LEAVE

A. Permanent employees who have completed the probationary period and who have one (1) or more years of continuous service in any status may be granted up to one (1) year of Childcare Leave when becoming a parent of a newly-born child or a legally adopted child up to the age of five (5) years. Such Leave may be in addition to Sick Leave granted under this Rule.

B. Denial of such Leave is appealable as provided elsewhere in this Rule.

22.09 WITNESS OR JURY DUTY LEAVE

A. An employee who is summoned as a witness on behalf of the City and County or juror for a judicial proceeding, shall be entitled to Leave With Pay less the amount of juror or witness fee paid for the period required for such service (Charter Section 8.400g). An employee who is summoned to serve as a witness in cases which involve outside employment or personal business affairs shall be placed on Leave Without Pay unless Vacation Leave or Compensatory Time is requested and granted.

SECTION 22.09 - CONTINUED

B. Paid Witness or Jury Duty Leave shall be only from an employee's scheduled duty time and shall not include hours outside of scheduled hours of work or on days off.

C. Such employees shall notify the appointing officer immediately upon receiving notice of jury duty.

D. An employee who takes Vacation Leave while on Witness or Jury Duty Leave shall receive regular salary.

E. Approved Leaves granted under this Section shall not extend the probationary period.

22.10 HOLIDAY LEAVE

Holiday Leave shall be as provided by Ordinance of the Board of Supervisors.

22.11 VACATION LEAVE

Vacation Leave shall be as provided in the Charter and by Ordinance of the Board of Supervisors.

22.12 INVOLUNTARY LEAVE OF ABSENCE

In accordance with the provisions of these Rules governing lay-offs, a permanent or probationary employee may be placed on an Involuntary Leave of Absence.

22.13 PERSONAL LEAVE

A. Personal Leave is defined as Leave for reasons other than those covered in other sections of this Rule.

B. Personal Leave for permanent employees may be approved for a period of up to twelve (12) months within any two (2) year period. Personal Leave for temporary employees may be approved only if replacement of the employee is not required and for a maximum of one month.

C. On the request of an appointing officer, the General Manager, Personnel may for reasons deemed to be in the best interest of the Service approve extension of Personal Leave for permanent employees beyond a twelve month period.

22.14 APPEAL PROCEDURES

In cases where appeal is specifically granted in this Rule, a dispute concerning the application or implementation of the provisions of this Rule shall be processed EITHER, at the option of the employee: (1) in accordance with the grievance procedure provided elsewhere in these Rules OR (2) by appeal in writing to the General Manager, Personnel whose decision shall be final and shall not be reconsidered by the Commission. A decision under one option shall preclude the use of the other option.

RULE 25

ABSENCE FROM DUTY WITHOUT LEAVE

25.01 WHEN FIVE DAYS OR LESS

Absence from duty without proper authorization for any period of time up to and including five (5) or less working days, shall be cause for disciplinary action by the appointing officer.

25.02 WHEN OVER FIVE DAYS - AUTOMATIC RESIGNATION (amended 4/4/77)

A. Absence from duty without proper authorization in excess of five continuous working days shall constitute abandonment of the position and shall be reported to the Personnel Department and recorded as an automatic resignation. The appointing officer shall notify both the Civil Service Commission and the employee on the form prescribed by the General Manager, Personnel. The employee shall be notified by certified mail.

B. Such resignation shall be subject to appeal to the Commission, if so requested by the person in writing, within 15 calendar days of the mailing date of the notice of automatic resignation (The 15 days includes the date on which the notice was mailed). The Commission shall hear such appeal. The decision of the Commission shall be final and shall not be reconsidered.

C. Failure to appeal within the 15-day period shall result in:

1. The cancellation of all current examination and eligibility status.
2. All future applications will be subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
3. The resigned employee may not be employed in the same department in the future.

D. If the person can present evidence of being unable to communicate with the appointing officer and presents such evidence in writing, within thirty (30) calendar days of being able to so communicate, the automatic resignation may then be subject to reconsideration by the Commission. All requests for reconsideration will be in writing and will be processed in accordance with the procedures for reconsideration outlined in Rule 5.

E. Pending final action pursuant to this Rule an individual under automatic resignation shall be placed under waiver on all eligible lists on which there is standing.

F. In consideration of an automatic resignation the Commission shall take one or more of the following actions:

1. Deny the appeal and approve the resignation.
2. Order the name of the person removed from any other regular eligible list or lists on which there is standing.

SECTION 25.01 F - CONTINUED

3. Restrict participation in further examinations as it sees fit.
4. Return the name to the eligible list under such conditions for further appointment it deems appropriate.
5. Disapprove the resignation.

25.03 PROCESSING RESIGNATIONS WHEN NO WRITTEN NOTICE

The resignation procedure outlined in Section 25.02 shall not be used to remove employees who have indicated their intention to resign and who leave their position in good standing without submitting properly completed resignation papers and who cannot be located for the purpose of signing a resignation. Such employees are to be separated in accordance with Rule 33 by the submission from the appointing officer of unsigned resignation papers with a letter of explanation attached. A copy of both the resignation and the accompanying letter are to be sent to the employee by certified mail.

25.04 HEARING PROCEDURES

Hearings pursuant to this Rule shall be conducted in accordance with the procedures outlined in Civil Service Commission Rules 6.01 and 5.13.

25.05 EFFECTIVE DATE

The provisions of this Rule as adopted on April 4, 1977 will be in effect on April 13, 1977.

TEMPORARY ASSIGNMENTS OUTSIDE OF CLASSIFICATION

Section 26.01. TEMPORARY ASSIGNMENTS OUTSIDE OF CLASSIFICATION

a) No employee shall be assigned duties outside of the classification to which he/she has been appointed, provided that employees shall perform any duty to which her/his chief may temporarily assign her/him.

b) "Temporary assignment" means an assignment without change in classification or pay to duties not included in the classification to which the employee is regularly appointed. This is distinguished from "temporary appointment", which for the purposes of this section refers to an appointment to a differently classified position in accordance with civil service and budgetary provisions.

c) A temporary assignment shall not continue beyond thirty (30) calendar days except as otherwise provided herein.

d) A temporary assignment shall not be made when 1) unfilled permanent positions in the classification exist in the department; 2) employees in such classification are absent on leave without pay status, except to provide service for the time required to process a temporary requisition.

e) When it is known that temporary services are required for a period in excess of thirty (30) calendar days, then a temporary appointment shall be made.

f) When a temporary assignment is made and a thirty (30) calendar day period from the beginning date of assignment to the position has elapsed, and it is then determined that further temporary service in such position is required, further temporary assignment will not be authorized, except as follows:

g) When temporary service in excess of thirty (30) calendar days is required to prevent the stoppage of essential public business, and funds are not available for a temporary appointment, then, with the approval of the General Manager, Personnel, and the Mayor, a temporary assignment may be continued, provided that the appointing officer shall immediately request approval of funds for a temporary appointment. Upon the availability of such funds, the temporary assignment shall be cancelled and a temporary appointment shall be made.

If such funds are not approved, then the temporary assignment shall be cancelled. Pending approval of funds, the continuation of such temporary assignment shall be subject to review by the Commission.

h) Temporary assignments, the reason therefor and the period thereof, shall be immediately reported to the Personnel Department and to the Mayor for approval and recordation, provided that records of temporary assignments of less than thirty (30) calendar days duration need not be so reported but shall be maintained in the department in such form as to be available for review or audit by the Personnel Department. It is the responsibility of the appointing officer and of the employee involved to ascertain that temporary assignments are so reported and recorded. Temporary assignments not properly reported and recorded will not be approved by the Commission.

i) The regular assignment for a minor portion of the work days of duties which are enumerated in a different classification, but which are generally related to the regular duties of the employee, will be approved when assignment of such duties is in the interest of the service. Any assignment of such duties shall be reported immediately to the Commission for approval and such report shall contain the nature of such duties and the reason for the assignment of the duties.

RULE 27

TEMPORARY EXCHANGES FOR TRAINING PURPOSES

Section 27.01. TEMPORARY EXCHANGES FOR TRAINING PURPOSES.

Employees holding permanent appointment in a regular civil service position under different appointing officers may, upon their written request and with the approval of the appointing officers concerned and the General Manager, Personnel, thereof, be exchanged in positions in the respective departments for a period of not less than six (6) months nor more than one (1) year for training and development purposes; provided that the employees so exchanged must be permanent employees in the same class or in classes deemed by the General Manager, Personnel, to be closely related in duties and responsibilities, training and experience requirements; and further provided that such temporary training service may be terminated by either appointing officer at any time during such training period.

Employees so exchanged will remain on the permanent payroll of their regular department and time reports will be maintained in the second department and submitted to the original department for timekeeping purposes. Exchange assignments shall be recorded on employee history cards and employees shall be credited for the performance of the duties in the exchanged position. Employees temporarily assigned for training and development under this section of the rule will be considered as employees of the original department for any disciplinary action necessary under Sections 8.341 and 8.342 of the Charter.

RULE 28

EMPLOYEE TRAINING REIMBURSEMENT PROGRAM

Section 28.01. WHO MAY APPLY FOR REIMBURSEMENT.

Any employee or officer holding regular appointment to a full time permanent position under the city, or the school districts, who has served a minimum of one (1) year continuous permanent service in any class immediately prior to receipt of application, may apply for tuition reimbursement in accordance with the provisions of this Rule and the provisions of the Administrative Code. Applications for reimbursement shall be prepared in duplicate on a special form provided by the Personnel Department; the original of such form shall be forwarded to the Personnel Department, a copy shall be retained by the employee. Such application for reimbursement shall be made prior to the date of enrollment in the course and if approved by the Commission, reimbursement shall be subject to successful completion of the course and availability of funds. The employee so reimbursed must agree to remain in the employ of the city for at least two (2) years following completion of the training course. If an employee resigns or relinquishes from the city within the two (2) year period and withdraws his funds from the Retirement System, the amount of the tuition reimbursed shall be repaid by the employee to the city by cash payment or out of the employee's last pay warrant or retirement earnings.

Section 28.02. TRAINING FOR PROMOTION OR ADVANCEMENT.

An eligible employee or officer may apply for reimbursement for a training course pertaining to the duties of a higher classification when such course is given outside of regular working hours by an accredited educational institution. Accredited educational institutions shall be defined as institutions whose courses offered for credit are acceptable for regular examination given by the Commission. Subject to the budgetary and fiscal provisions of the Charter, the employee or officer shall be reimbursed one-half of the cost of tuition for said course if attendance has been approved in advance, and funds have been appropriated and are available. The Commission will verify that the employee has satisfactorily completed the course with a passing grade. If the course is not graded, or is not a credited course, an official transcript or other official document from the accredited school certifying completion of the course shall be deemed evidence of satisfactory completion.

a) No reimbursement shall be made if the employee or officer is eligible to receive reimbursement for said tuition under a Federal or State veterans benefit program, or from other public funds.

b) An employee or officer whose application for training under the provisions of this section does not receive the recommendation of his appointing officer, may appeal to the Commission. The Commission shall then inquire into the reasons of the appointing officer's disapproval of such application and the Commission shall thereupon make such order as it deems just, which said order shall be final.

Section 28.03. TRAINING FOR WORK IN PRESENT CLASSIFICATION.

An eligible employee or officer may apply to the Commission through his appointing officer for reimbursement in a training course during or outside working hours for the purpose of improving himself in his present classification, given by an accredited educational institution. Accredited educational institutions shall be defined as institutions whose courses offered for credit are acceptable for regular examination given by the Commission. The Commission shall be the judge of whether such training meets the criteria of improving performance in the employee's present job, and whether the training can be provided through available in-service activities. Subject to the budgetary and fiscal provisions of the Charter, the employee or officer shall be reimbursed for tuition, supplies, books, and other fees for such course if attendance has been approved in advance and funds have been appropriated and are available. If attendance is during regular hours, it shall be considered a duty assignment for the purpose of payment of salary. The Commission will verify that the employee has satisfactorily completed the course with a passing grade. If the course is not graded, or is not a credited course, an official transcript or other official document from the accredited school certifying completion of the course shall be deemed evidence of satisfactory completion.

An employee or officer whose application for training under the provisions of this section does not receive the recommendation of his appointing officer may appeal to the Commission. The Commission shall then inquire into the reasons of the appointing officer's disapproval of such application, and the Commission shall thereupon advise the appointing officer as it deems just.

Section 28.04. EDUCATIONAL INSTITUTION - WHEN ACCREDITED.

The Commission shall be the judge of whether an educational institution is properly accredited for the purpose of this ordinance. The appointing officer shall consider the employee's record of performance in making his recommendations.

Section 28.05. 20/20 WORK-TRAINING PROGRAM.

Employees under regular permanent civil service appointment upon application may be assigned with pay, not to exceed twenty hours in any one week, to attend classes during regular working hours in educational institutions approved by the General Manager, Personnel, subject to the availability of funds for replacement where replacement is required subject to the following:

1. Permission to attend classes during regular working hours must be recommended by the appointing officer and approved by the General Manager, Personnel, subject to the availability of funds for replacement where replacement is required.
2. The class or classes to which the employee would be promoted will be listed by the Civil Service Commission and must be in promotive classes where there is a continuing shortage of qualified employees to fill all vacancies.
3. Such assigned time with pay for educational purposes shall only be granted when the class session is during a regular work shift and the employee cannot be reassigned to another work shift.
4. Such assigned time for educational purposes shall not be granted if the course is available at time other than the employees' regular work shift.

5. Such assigned time for educational purposes with pay shall not be granted to employees who are eligible for other benefits through the Veterans' Administration, the State Department of Veterans' Affairs or other benefit programs.

6. The department head will be responsible for reviewing and checking the attendance of the employee in class during the specified assigned time and the employee on such assigned time must return to work status when school is not in session.

7. Employees granted such time to attend classes who leave the service by resignation prior to a two-year period following completion of the educational course or courses shall be subject to withholding from their final pay check or retirement contributions an amount equivalent to the payroll cost of such assigned time for educational purposes. (New Section 28.05 adopted 6-29-73)

PART-TIME EMPLOYMENT OR ACTIVITY IN ADDITION TO FULL-TIME
CIVIL SERVICE EMPLOYMENT

Section 29.01. CHARTER RESTRICTION.

No officer or employee of the city shall engage in any activity, employment, business, professional work or enterprise which is inconsistent, incompatible, or in conflict with his duties as an officer or employee of the city, or with the duties, functions and responsibilities of his appointing power, or the department, office or agency by which he is employed. Rules and regulations to effectuate the purposes and intent of the Charter may provide restrictions against activities, employment, and enterprise, when such restrictions are found necessary for the preservation of the honor or efficiency of the city civil service, or for the protection of the best interests of the city service in any respect. (Section 8.105 of the Charter.)

Section 29.02. ADDITIONAL PART-TIME EMPLOYMENT.

a) Except with the approval of the Commission as herein provided, no person holding a full-time position under permanent or temporary civil service appointment (other than officers and members of the Fire and Police Departments who are subject to the rules of their respective Commission), shall engage in any employment, position or service (hereinafter for purposes of this section referred to collectively as "employment") in or out of the service of the city in which he is required to perform any duties for another employer or appointing officer, and for which he is to receive any compensation in any form including salary, wage, fee, commission or emolument.

b) Officers or employees who offer their services as independent contractors are not required to obtain approval of the Commission under Section 29.02 of this Rule, but would be governed by the provisions of Section 29.03. An independent contractor is one who is rendering services for another, is not under the control and direction of the other, but is in the pursuit of an independent calling. For purposes of this Rule, whether or not one is an independent contractor may be determined by whether from income for the secondary activity, deductions are made for workers' compensation, social security or unemployment insurance.

c) Approval of the Commission in accordance with the provisions of this Rule shall be requested on a form provided by the Personnel Department. Such form shall include the following:

- 1) Approval of the appointing officer.
- 2) A statement reporting the nature of the other part-time employment.
- 3) The usual place of such other employment and the work schedule and number of hours of service required of the employee per day and per week.
- 4) The signature of the official or person for whom or under whom the employment is to be performed, and a statement by such person that he understands that the employee is regularly employed in the city service on a full-time basis.
- 5) A statement that approval, if granted, shall not be for more than six (6) months, and if extension is desired, a new request form must be submitted.

d) Requests to engage in additional employment under the provisions of this Rule will not be approved by the Commission unless the following conditions are complied with:

- 1) That the employment will not impair the efficiency or interfere in any way with the full and proper performance of the employee in his regular civil service employment.
- 2) That the employment will not be in a field where substantial unemployment exists.
- 3) That reason exists such as economic need or other special special reason for the employee to engage in such employment.
- 4) That the performance of such employment is in no way inconsistent, incompatible or in conflict with his civil service duties or responsibilities of his department or appointing officer..
- 5) That the performance of such employment would not be contrary to the interests of the city service generally or would not lead to situations which would reflect discredit on the city service.
- 6) That such employment will not require more than twenty (20) hours per week nor more than three (3) hours in any day, nor involve any duty whatsoever of the employee during his regular civil service work schedule. Exception to the limitation of three (3) hours of employment on any day may be made by the Commission when the additional employment is for the purpose of accepting relief assignments in any emergency service of the city government, or when the Commission deems that other compelling reason exists for approval of an exception to the three (3) hour limitation.
- 7) That the employment will not be in a hazardous occupation that would involve a substantial risk of injury to the employee. The Commission will determine whether such employment is unduly hazardous and will be guided in its determination by the Manual of Rules, Classifications and Basic Rates for Workers' Compensation Insurance as published by the California Inspection Rating Bureau.

Section 29.03. ACTIVITIES OTHER THAN ADDITIONAL EMPLOYMENT, WHERE INCOME, PROFIT, OR OTHER GAIN IS OR MAY BE ACCRUED

a) No officer or employee shall participate in any activity or enterprise where income, profit or other gain is, or may be accrued, which could reflect on the honor or efficiency of the city service, or which could be contrary to the best interests of the city service in any respect.

b) Appointing officers shall report to the Commission those activities or enterprises which in accordance with the provisions of this section should be prohibited to specific classifications or positions or departmental units under their jurisdiction.

c) The Commission shall calendar such report of the appointing officer for hearing and shall give notice of such hearing to parties of interest. If the report, or any part of the report of the appointing officer is approved by the Commission, the appointing officer shall make such information concerning the approval by the Commission known to each employee affected, and the engagement in any such activity or enterprise shall thereafter be prohibited.

d) No officer or employee shall be involved through secondary parties in the engagement of any activity or enterprise which he is prohibited from engaging in directly, nor in that connection shall he lend, convey or authorize the use of any information or resources under his control.

Section 29.04. PENALTIES.

Violation of this Rule shall be deemed insubordination, subject to disciplinary procedure as provided in Sections 8.341 and 8.342 of the Charter.

Section 29.05. GENERAL MANAGER TO ACT ON REQUESTS.

The General Manager, Personnel, is authorized to consider and act on requests for approval of part-time employment or activity in addition to full time civil service employment in accordance with the provisions and requirements of this Rule and subject to the appeal provisions of Rule 5, Section 5.07.

PERSONNEL SERVICE RECORDS

Section 30.01. PERSONNEL SERVICE RECORDS.

The Commission shall establish, in accordance with Charter provision, a personnel service record system for the purpose of compiling information useful in the evaluation of employees for promotion and other purposes. Pending the establishment of an effective service record system, appointing officers are required to submit a "Report of Performance of Probationary Appointee" which will be filed with the Personnel Department during the fifth (5) month of the employee's probationary period.

RULE 31

OVERTIME

Section 31.01. DEFINITION

A. Overtime is hereby defined to mean time worked in excess of regular work schedules as provided by the Salary Standardization Ordinance.

B. Absence from duty because of leave with pay, military leave with pay, annual vacation or legal holidays shall be considered as time worked in computing a work week for overtime purposes (Amended 11/16/81; Rule Change Number 81/82-5)

Section 31.02. PART-TIME EMPLOYEES

Part-time employees shall not receive overtime pay or compensatory time off except as may be provided by Ordinance. (Added 10/17/77; Rule Change No. 77-4)

Section 31.03. OVERTIME - EXECUTIVE, ADMINISTRATIVE OR PROFESSIONAL EMPLOYEES

A. Time Off To Compensate For Overtime Worked.

1. In accordance with the provisions of the Salary Standardization Ordinance, Appointing Officers may allow compensatory time off for overtime worked to employees occupying executive, administrative or professional positions where such employees occupy classes specifically authorized for compensatory time off as designated in the Annual Salary Ordinance.

2. Records of overtime worked by the employees referred to in this section shall be maintained in the departments in such manner as to be readily available for audit, review or analysis by the Commission staff.

3. All time off allowed because of overtime worked shall be indicated in hours on timereolls, by use of the appropriate symbols as designated by the Controller.

B. Transfer Between Departments of Compensatory Time Off.

Employees may transfer their accumulated compensatory time off or a portion thereof to a different department with the approval of the Appointing Officer in the new department.

C. Compensatory Time Off - Special Provision.

Appointing officers may approve the use of compensatory time off for employees in classes where payment of overtime is authorized when the employee was formerly employed in an executive, administrative or professional position and has accumulated compensatory time off.

D. Cash Payment For Overtime.

Unless specifically provided for by ordinance, no cash payment for compensatory time shall be allowed.

E. Use of Compensatory Time To Supplement State Disability Insurance.

An Appointing Officer may allow an employee to supplement State Disability Insurance (SDI) with compensatory time off in minimum units of one (1) hour so that the total of State Disability Insurance and compensatory time off equals but does not exceed the regular gross salary the employee would have received for the normal work schedule excluding overtime. (Added 11/16/81; Rule Change Number 81/82-5)

F. Finality of Appointing Officer's Decision.

The decision of the Appointing Officer in matters relating to compensatory time off shall be final, except as otherwise provided in these Rules, Ordinances or the Charter. (Added 10/17/77; Rule Change Number 77-4)

RULE 32

LAY-OFF AND INVOLUNTARY LEAVE

Section 32.01. RULE PRESCRIBED - AUTHORITY

Under the authority of Section 3.661 of the Charter of the City and County of San Francisco, the Civil Service Commission of the City and County of San Francisco does prescribe and adopt the following rule which shall have the force and effect of law.

The General Manager, Personnel, shall be responsible for administering and making effective the provisions of this rule, and establishing such administrative controls as may be necessary.

In all matters pertaining to interpretation of this rule, the decision of the Civil Service Commission will be final.

Section 32.02. SENIORITY - DEFINED.

a. Except as may otherwise be provided in this rule, seniority shall be defined as follows:

PERMANENT

1. Seniority for permanent appointees shall be determined by the date of certification which resulted in a permanent appointment to a position in a classification in a department. Seniority for appointees granted status or permanent tenure to a class shall be determined by the date of certification in the class from which status or permanent tenure was granted. (Amended 2/1/82; Civil Service Commission Rule Change Number 81/82-8)

TEMPORARY FROM ELIGIBLE LIST

2. Seniority for temporary employees appointed from an eligible list shall be determined by the date of certification which resulted in a temporary appointment to a position in a classification in a department.

LIMITED TENURE

3. Seniority for limited tenure shall be determined by the date an appointee starts to work in a current continuous limited tenure appointment in a department. Seniority in the event of ties shall be determined by the appointing officer whose decision shall be final. (Amended 6/4/79; Civil Service Commission Rule Change Number 78/79-5)

b. Excluding involuntary leave as provided elsewhere in this rule, seniority shall not be affected or reduced by current or previous periods of authorized leave of absence or authorized reduction in work schedule.

c. In calculating permanent seniority in a class, temporary seniority in the same class shall not be added to permanent seniority in a class.

d. In calculating temporary seniority in a class, permanent seniority in the same class shall be added to temporary seniority in a class.

e. In the event of ties, seniority of civil service appointees will be determined by rank on the eligibility list. In determining rank, earlier lists have priority over later lists and promotive lists have absolute priority over entrance lists.

f. For the purposes of calculating the seniority of non-civil service or limited tenure employees, all periods of time served in the most recent continuous temporary or limited tenure appointment will be combined and the cumulative total derived thereby will be used to determine seniority. Non-civil service employees who were previously limited tenure or temporary civil service in a current continuous appointment shall be treated as limited tenure for the purposes of lay-off.

g. Seniority acquired in a recognized craft apprenticeship program with the City and County shall be added to seniority in the journey - level class. (Added 3/16/81; Civil Service Commission Rule Change Number 80/81-7).

Section 32.03 ESTABLISHMENT AND VERIFICATION OF SENIORITY ROSTER

When a lay-off is imminent, an appointing officer will notify the Civil Service Commission as to the class or classes affected. If requested by the General Manager, Personnel, the appointing officer will provide a seniority roster including but not limited to the name, status, certification date, and rank on eligible list, of all employees in the affected classes and the number of such employees to be laid off. The General Manager, Personnel, upon verification of the seniority roster, will notify the appointing officer of the names of those employees to be laid off. Whenever possible the appointing officer must notify affected employees sufficiently in advance of a lay-off.

Section 32.04 ORDER OF LAY-OFF

Except as may otherwise be provided in this rule, lay-off of employees shall be by inverse order of seniority in a class and department in the following order of absolute priority:

1. Non-Civil Service
2. Limited Tenure
3. Temporary From Eligible List
4. Probationary
5. Permanent

Section 32.05 EXCEPTIONS TO ORDER OF LAY-OFF

a. Limited Tenure employees who qualified for their positions as a result of meeting specific hiring criteria and who are appointed under specific funding guidelines which limit the duration of employment shall be laid off at the end of their designated tenure without effect on any other employees.

b. Persons appointed to positions requiring special qualifications or skills shall be laid off when the work requiring such special qualifications or skills is completed, providing such appointees shall have rights to continue employment within their classification in positions where the special qualifications or skills are not required if their name has been reached for certification to a regular position.

c. In the event of a lay-off, a person appointed to a position requiring special qualifications or skills as approved by the General Manager, Personnel, shall continue in the position unless a more senior employee or holdover in the classification in which the lay-off occurs possesses the same qualifications and skills. The General Manager, Personnel, may administer such tests as deemed necessary to determine possession of special qualifications and skills.

d. All exceptions to the order of lay-off shall require the express approval of the Civil Service Commission.

Section 32.06. LAY-OFF - TEMPORARY APPOINTEES

a. Non-Civil Service Appointees

Non-Civil Service appointees will be laid off at the discretion of the appointing officer. (Amended 6/4/79 - Rule Change Number 78/79-5)

b. Limited Tenure Appointees

The lay-off of a limited tenure appointee shall be governed by the following provisions:

1. The limited tenure appointee with the least seniority in the class in the department shall be laid off first except if a more senior limited tenure appointee elects to be laid off. In the event of a conflict, the limited tenure appointee with the greater seniority shall have preference. (Amended 12/21/81; Rule Change Number 81/82-6)

2. Entrance limited tenure employees shall be laid off prior to the lay-off of any promotional limited tenure appointees in the same class.

3. Limited tenure appointees who hold permanent status in another class and who are laid off shall revert to their permanent positions.

c. Temporary Appointees From Eligible List

Order of lay-off for temporary civil service appointees shall be by class within a department, by inverse order of seniority except if a more senior temporary civil service appointee elects to be laid off. In the event of a conflict, the temporary civil service appointee with the greater seniority shall have preference. (Amended 12/21/81; Rule Change Number 81/82-6)

The names of temporary civil service appointees who are laid off shall be returned to the eligible list from which appointed for further certification if such list is still in existence.

Section 32.07. LAY-OFF - PROBATIONARY APPOINTEES

a. Probationary appointees shall be laid off in inverse order of the date of permanent certification except if a more senior probationary or permanent appointee elects to be laid off. In the event of a conflict, the probationary or permanent appointee with the greater seniority shall have preference. (Amended 12/21/82; Rule Change Number 81/82-6)

b. As provided in Section 32.10(a), a probationary permanent appointee, regardless of length of service, may displace any temporary appointee, including part-time exempt, in the same class in any department.

Section 32.08. LAY-OFF - PERMANENT APPOINTEES

a. Lay-off of permanent appointees shall be by class in a department in inverse order of seniority except if a more senior permanent appointee elects to be laid off. In the event of a conflict, the permanent appointee with the greater seniority shall have preference. (Amended 12/21/81; Rule Change Number 81/82-6)

Lay-off shall be treated separately under each appointing officer except that permanent and probationary employees in classifications determined by the Civil Service Commission and listed in Appendix A of these Rules, may displace other permanent or probationary employees in the same class with less seniority in any department and except as otherwise provided below:

1. An appointee with five or more years of seniority in a class, immediately prior to lay-off in that class, shall have the right to displace an appointee with less than five years of seniority in that classification in any department. In that event, lay-off shall be by inverse order of seniority in the class in the City and County service. The appointee shall then be subject to serving a new probationary period. (Amended 6/29/79-Rule Change Number 77-8)

2. As provided in Section 32.10(a), a permanent appointee, regardless of length of service, may displace any temporary appointee, including part-time exempt, in the same class in any department.

2. As provided in Section 32.10(a), a permanent appointee, regardless of length of service, may displace any temporary appointee, including part-time exempt, in the same class in any department.

b. Reinstatement from Entrance Appointment (Added 6/4/79 - Rule change Number 78/79-5)

An employee laid off from an entrance appointment shall be either:

1. Restored to a position in a class and department which the employee held on a permanent regular basis immediately prior to appointment in the class from which laid off. If necessary, lay-offs in the classes affected shall follow.

OR as directed by the General Manager, Personnel,

2. Appointed in rank order of seniority to a position not filled by a permanent employee in any other city department in the class held on a permanent basis immediately prior to appointment in the class from which laid off.

3. Or, if options 1 and 2 are exhausted or if the employee had no permanent status prior to appointment in the class from which laid-off; the employee, subject to the approval of the Civil Service Commission, may be appointed to a position in a class similarly related to the class from which the lay-off occurred provided such action will not adversely affect an incumbent certified from an eligible list. The General Manager, Personnel, shall designate and recommend such classes to the Civil Service Commission.

c. Requirement for Probationary Period

Reinstatement to a position other than the position in the class and department in which permanently employed immediately prior to appointment in the class from which laid off will require the appointee to serve a new probationary period.

d. Senior Date Upon Reinstatement

Employees who are reinstated to a position held on a permanent basis immediately prior to appointment in the class from which laid off will return with their original seniority date in the class. Employees who are reinstated to a position in which they have had no prior permanent service shall have seniority calculated from the date of certification to the class from which laid off.

Section 32.09 LAY-OFF - PROMOTIVE APPOINTEES

a. Reinstatement from Promotive Appointment

An employee laid off from a promotive appointment shall be either:

1. Restored to a position in the class and department from which promoted. If necessary, lay-offs in the classes affected shall follow.

OR as directed by the General Manager, Personnel,

2. Appointed in rank order of seniority in the class to a position not filled by a permanent appointee in the class from which promoted in any other city department.

3. OR if options 1 and 2 are exhausted, the employee, subject to the approval of the Civil Service Commission, may be EITHER:

a. Appointed to a position in a class similarly related to the class from which the lay-off occurred or to an appropriate lower rank class provided such action will not adversely affect the permanent incumbents. The General Manager, Personnel, shall designate and recommend such classes to the Civil Service Commission.

b. An employee who has completed the probationary period in a promotive appointment that is two or more steps higher in an occupational series than the permanent position from which promoted may be returned to a position in the City and County service in the next lower ranks. If necessary, lay-offs in the classes affected shall follow. For the purposes of this section, seniority in the intermediate class or classes shall be calculated from the date of certification in the higher class or in a class designated by the General Manager, Personnel, as similarly related to the intermediate class (Amended 6/4/79 - Rule Change Number 78/79-5)

4. Promotive employees who do not wish to be re-instated to a former class, a similarly related class or an intermediate class may waive such reinstatement and elect to be laid off or placed on involuntary leave. Such waiver will not affect the employee's status on a holdover roster for the class from which laid off. (Added 6/4/79 - Rule Change Number 78/79-5)

b. Higher Class Not Filled by Promotional Examination

The Civil Service Commission may order that the provisions of this rule shall apply to appointees in higher classifications in a classification series even though the examination for such higher classification was not held as a promotive examination, or where appointees were blanketed in to such higher classifications. If necessary, lay-offs in the classes affected shall follow. For the purposes of this section, seniority in the intermediate class or classes shall be calculated from the date of certification in the higher class or in a class designated by the General Manager, Personnel, as similarly related to the intermediate class.

c. Requirement for Probationary Period

Reinstatement to a position other than the position in the class and department from which promoted will require the appointee to serve a new probationary period.

d. Reinstatement with Employee's Original Seniority in the Class

Employees who are reinstated from a promotive appointment are restored with their original seniority in the class, if any.

Section 32.10 HOLDOVER STATUS AND RETURN TO DUTY

1. Subject to the provisions of this rule, civil service appointees who are laid off or placed on an involuntary leave of absence shall be designated as holdovers.

2. The names of holdovers will be ranked on a Holdover Roster for the class or classes from which lay-off occurs and in the order of total seniority in the class in the City and County service. Seniority prior to resignation or termination shall not be used in determining Holdover Rights in a class.

3. Holdovers will be returned to duty in rank order from Holdover Rosters.

4. Holdovers shall for a period of five years from the date of lay-off have preference for appointment over eligibles on civil service lists, or employees requesting transfer, reinstatement, or reappointment. The Civil Service Commission, upon review of all the circumstances, may extend the holdover status for such specified period of time as it may deem proper.

5. Holdover Rosters shall be canvassed in the following order: First, Permanent Holdover Rosters, then Temporary Holdover Rosters.

6. Permanent holdovers will be returned to duty in temporary positions before temporary holdovers. Permanent holdovers shall displace any temporary or part-time exempt appointee in the same class in any City and County Department. Permanent holdovers returned to duty in temporary positions will retain their status on the permanent holdover roster. In the event of a displacement, the least senior temporary or part-time exempt appointee in the City and County service will be laid off first.

Permanent holdovers in classifications with city-wide seniority for lay-off purposes shall be entitled to displace only the least senior permanent employee in that classification in city service. Holdovers who waive such appointment will remain on the holdover list for subsequent permanent appointment to vacant positions but may accept a temporary position in the classification if available. (Added 6/4/79 - Rule Change Number 78/79-5)

7. Exceptions to Return to Duty in Rank Order

i. If two or more approved requisitions are on file, the General Manager, Personnel may permit holdovers in line for appointment and in accordance with their standing on the Roster to select from the available requisitions the positions to which they desire appointment.

ii. In cases where holdovers on Rosters who would be reached for appointment on requisitions, the General Manager, Personnel, may consult with appointing officers and employees involved, and if it is in the best interest of the service, may offer out said positions to holdovers so as to make it possible for them to return to duty in the department from which laid off.

8. Holdovers who are notified that they are being returned to duty are required to respond to the Civil Service Commission within five business days of the date of notification. The General Manager, Personnel, may extend time response period beyond five business days. Failure of a holdover to respond within the time limits shall be considered a refusal of the offer and shall be subject to the penalty, if any, provided in this rule.

9. Except as otherwise provided in these Rules, Holdovers who fail to possess and maintain the qualifications required by law and by the terms of the examination announcement under which they participated will forfeit their eligibility.

10. In all cases of change of address, the Civil Service Commission must be notified in writing separately for each class involved. Notice of change of address to the post office and/or the employee's current department only will not be a reasonable excuse for special consideration in case of failure to respond to notice of return to duty within time limits.

11. Except as otherwise directed by the General Manager, Personnel, holdovers being returned to duty will not be required to pass a new medical examination.

12. A properly completed copy of the designated report of lay-off or involuntary leave of absence form must be forwarded to the Civil Service Commission as soon as possible, in advance of the action if possible, in order that the Civil Service Commission may record the action and place the employee's name on a Holdover Roster for immediate consideration for return to duty.

13. Late reports of lay-off shall not interfere with nor affect the rights of holdovers to whom notices of return to duty have already been mailed and who have been or may be returned to duty in response to such notices except as follows: A holdover with more than five-years of seniority in a class can displace any appointee or any holdover who has been returned to duty who has less than 5-years of seniority in the same class.

14. If there is no Holdover Roster for a class or if the Holdover Roster is exhausted, the General Manager Personnel may authorize that a holdover be returned to duty from another Holdover Roster deemed suitable to temporarily provide the required service. If no other roster is available, the position shall be offered to eligibles on regular Civil Service lists or to individuals requesting transfer, reinstatement, reappointment.

15. Holdovers returned to duty will be reinstated with accrued compensatory time, if any, and with their original anniversary date for the purposes of computing sick leave and vacation benefits.

b. Holdover - Temporary Appointees

Appointees certified from an eligible list who have satisfactorily served under temporary appointment shall upon expiration of the list be designated a "temporary holdover".

Resignation from temporary appointment from a Holdover Roster or refusal of temporary appointment from a Holdover Roster cancels all temporary holdover rights in that class.

c. Holdover - Permanent and Probationary Appointees

1. A permanent or probationary appointee to a promotional or entrance position who is laid off shall be designated a "permanent holdover", and shall be returned to duty in a position in the class from which laid off from a Holdover Roster as provided in this rule.

2. A permanent holdover returned to duty on a permanent basis in a department other than the one from which laid off shall serve a new probationary period.

3. Return to Duty of a permanent holdover to a position in the class from which laid off will be subject to the following conditions:

i. Return to Duty - Department from Which Laid Off

Permanent Vacancy - A permanent holdover who refuses an offer to return to duty on a permanent basis in the department from which laid off will forfeit all holdover rights in that class, and will be removed from all Rosters for that class. Such refusal of return to duty will be deemed a resignation.

Temporary Vacancy - Permanent holdovers may refuse an offer to return to duty on a temporary basis in the department from which laid off without affecting future offers to be returned to duty. Waiver of temporary appointment may not be removed without the permission of the General Manager, Personnel.

ii. Return to Duty - Department Other Than the One From Which Laid Off

Permanent holdovers may refuse an offer to return to duty on a permanent or temporary basis in a department other than the department from which laid off without affecting future offers to be returned to duty. Such departmental waivers may not be withdrawn without the approval of the General Manager, Personnel.

4. A permanent holdover who was laid off during the probationary period and who is returned to duty in the department from which laid off shall complete the remaining period of probationary service.

5. Transferees who are laid off during the probationary period shall be ranked on the permanent Holdover Roster for the class in accordance with their seniority in the class in the City and County service.

6. Permanent holdovers who resign or are terminated during the probationary period may be returned to the holdover roster from which appointed subject to the provisions of appropriate civil service rules. Such holdovers shall not displace any current permanent or probationary employees but will remain on the list for subsequent permanent appointment to vacant positions and may accept a temporary position in the classification if available (Added 6/4/79 - Rule Change Number 78/79-5)

Section 32.11 INVOLUNTARY LEAVE OF ABSENCE

a. Whenever it becomes necessary to effect a reduction in force due to lack of work or lack of funds which will result in the displacement of a permanent or probationary appointee from the City and County service, an appointing officer notwithstanding other provisions of these rules governing leaves of absence shall place such employees on a leave of absence of an involuntary nature unless the employee elects to be laid off.

b. Such reductions in force shall be effected by the provisions of this rule governing seniority and order of lay-off.

c. Employees placed on an involuntary leave of absence shall be ranked on the Holdover Roster for the class from which laid off and shall be returned to duty as provided in this rule.

d. Leaves of absence imposed by the provisions of this rule will expire upon the return to duty of the holdover, upon the expiration of holdover status, or upon written request of the employee to elect to be laid off while on involuntary leave. (amended 6/4/79 - Rule Change Number 78/79-5)

SECTION 32.12

LAY-OFF OF LIMITED TENURE APPOINTEES IN THE
MAYOR'S OFFICE OF EMPLOYMENT AND TRAINING.

A. REINSTATEMENT TO FORMER CLASS.

Limited tenure appointees in the Mayor's Office of Employment and Training who are laid off who held a prior limited tenure appointment in that office shall be restored to a position in the class held on a limited tenure basis in that office immediately prior to the limited tenure appointment in the class from which laid off except if the employee elects to be laid off. If necessary, lay-off of other limited tenure appointees in the classes affected shall follow.

B. SENIORITY UPON REINSTATEMENT.

Employees who are reinstated to a position in a former class will return with their original seniority date in the class.

C. REINSTATEMENT IF FORMER CLASS RECLASSIFIED.

If the classification to which the employee has reinstatement rights no longer exists because of reclassification, the employee shall have reinstatement rights to the class that now encompasses the former class.

D. AUTOMATIC EXPIRATION DATE.

The provisions of this Section as ^{1983 *} adopted and effective on August 17, 1981 shall automatically expire on June 30, 1982. (Amended August 17, 1981; Civil Service Commission Rule Change Number 81/82-1)

± Corrected as per Rule Change 81/82-11 6/30/82

RULE 33

RESIGNATION

Section 33.01. FORM.

A resignation shall be immediately reported on the prescribed form to either the General Manager, Personnel, or to the Civil Service Commission as provided below. If an employee resigns without completing the form, but otherwise gives notification in writing of her/his resignation, such notification shall be attached to the form. (amended 10/16/78)

Section 33.02. CERTIFICATION AND DISPOSITION.

The appointing officer shall certify on the resignation form whether the resignee's services have been satisfactory or unsatisfactory. The resignation shall be forwarded to the General Manager, Personnel for recordation if services were satisfactory and to the Civil Service Commission for determination of future employability if services were unsatisfactory. (amended 10/16/78)

Section 33.03. EFFECTIVE DATE - WHEN FINAL.

A resignation shall be final on the effective date entered on the resignation form and shall not thereafter be rescinded. (amended 10/16/78)

Section 33.04. SATISFACTORY SERVICE - PERMANENT APPOINTEES.

A permanent appointee who has completed the probationary period and who resigns and whose services have been certified as satisfactory by the appointing officer, shall be permanently separated from such appointment except as provided in the Reappointment Rule. (amended 1/3/77; 10/16/78)

Section 33.05. SATISFACTORY SERVICE - PROBATIONARY OR TEMPORARY APPOINTEES.

An employee under probationary or temporary appointment who resigns and whose services have been certified as satisfactory by the appointing officer, shall be removed from the eligible list from which appointed except upon written request and with the approval of the General Manager, Personnel, the name of the resignee may be returned to the eligible list from which appointed if such list has not expired. Approved requests received by the third Friday of the month become effective on the first business day of the following month unless otherwise ordered by the General Manager, Personnel. (amended 10/16/78)

Section 33.06. PROCEDURE FOR REVIEW OF RESIGNATION: SERVICES UNSATISFACTORY.

A. Notice of Proposed Action.

If services are to be designated as unsatisfactory, the appointing officer or designated representative shall notify the resignee of intention to so certify the resignation. The resignee shall be informed of the reasons for this determination and be offered an opportunity for review by the appointing officer or designated representative.

B. Action By Appointing Officer.

As a result of review, if such review is requested by the resignee, the appointing officer may amend or sustain the certification of services.

C. Notification to Employee.

If the appointing officer amends the resignation, the resignee shall immediately be notified by copy of the resignation form with services clearly marked satisfactory. If the appointing officer sustains the original determination the appointing officer shall immediately notify the resignee and the Civil Service Commission on the prescribed personnel department form.

D. Report Requirement.

A resignation certified by the appointing officer with services unsatisfactory shall be accompanied with a statement of the reasons for this action and shall contain a statement that the notification and review procedure outlined above was completed.

E. Commission Review.

The Civil Service Commission shall consider the resignations of persons whose services have been designated as unsatisfactory and shall take one or more of the following actions:

1. Accept the resignation as certified.
2. Remove the name of the resignee from other eligible lists on which there is standing.
3. Restrict participation in future examinations as it deems just.
4. Restrict future employment as it deems just.
5. Accept the resignation as certified and order that future employment be without restriction including the right to request reappointment.
6. Remand the resignation to the appointing officer for reconsideration.

F. Waiver of Employment.

Pending action by the Commission, the resignee shall be under waiver of all employment. (amended 10/16/78)

EMPLOYEE RELATIONS - GRIEVANCE PROCEDURE

Section 34.01. PROGRAM SCOPE AND PRINCIPLES.

a. These rules and results are promulgated in order to improve employer-employee relations and are designed to permit any employee and/or her/his representative as herein provided, a procedural method by which any grievance, as defined in Section 34.02, may be resolved in an expeditious and orderly manner.

Section 34.02. DEFINITIONS.

a. A grievance shall be any dispute concerning the interpretation or application of the provisions of a memorandum of Understanding, or in the absence of a memorandum of Understanding, a dispute concerning department rules and regulations governing personnel practices or working conditions. The written grievance must state the circumstances on which the grievant claims to be aggrieved and the redress the grievant seeks. Grievances shall be considered only on matters within the power of the appointing officer to act.

EXCLUSIONS: Civil Service

1. No grievance shall be considered on position classification, examination, or other civil service matters where Charter authority or civil service rules provide a different appellate process.

2. No grievance shall be considered on disciplinary actions where a different appellate process is provided for under the Charter.

3. Items subject to the meet and confer process where the ordinance provides a different appellate process.

4. No grievance shall be considered on performance evaluation. Under Section IX. of the evaluation instruction form, if an employee can document that there was no factual basis for the evaluation, or there was bias, or proper procedures indicating the section or factor of the evaluation being questioned. The statement will be attached to the evaluation form and will be available for review and action if warranted.

b. Employee. Any City and County employee in the service, regardless of status.

c. Immediate Supervisor. The individual who immediately assigns, reviews or directs the work of an employee.

d. Intermediate Supervisor. Next highest supervisor to be based on the organizational pattern of the department as determined by the appointing officer.

e. Appointing Authority. The head of the department having the lawful power to make appointments or to remove persons from positions in the City and County service.

f. Representative. A labor or employee organization and/or individual who appears at the request of and on behalf of the employee(s).

g. Witness. Any persons who the grievant wishes to appear to assist her/him in establishing the facts of her/his grievance. The number of witnesses providing substantially the same information may be limited by the supervisor or appointing officer.

Section 34.03. GRIEVANCE PROCEDURE.

A. General Provisions:

1. Appointing officers shall prepare reasonable rules or regulations concerning employee representative's contacts with employees on City facilities during working hours. Such rules or regulations shall be written in such a manner as not to hinder or impair the implementation of the grievance procedure as provided by this rule.

2. The steps in the procedure set forth herein shall be followed unless it is agreed by the appropriate supervisor and the grievant that the grievance should be started at Step 3 or Step 4. In large departments made up of divisions, bureaus, sections or institutions, the additional intermediate supervisor shall be included regularly as part of the procedural steps.

The appointing officer and the grievant may agree that in any particular case one additional intermediate supervisor should be added to the procedural steps listed below.

3. If the supervisor or appointing officer fails to respond within the required time limits, the grievant may then present the grievance in writing to the next higher step. If the grievant fails to present the grievance to the next higher step within the required time limits, then the grievance will be considered to be solved.

4. The time limits set forth in this grievance procedure may be extended by mutual agreement by the appointing officer and the grievant.

B. Step 1 - Immediate Supervisor (Oral)

a) The employee and/or representative if requested by the employee shall explain, orally, the grievance to the employee's immediate supervisor, if the grievance starts at Step 1.

b) The supervisor shall reach a decision and communicate it orally to the employee and/or representative within five (5) working days of her/his being told of the grievance.-

C. Step 2 - Immediate Supervisor.

a) If the employee is not satisfied with the decision rendered the employee and/or representative shall submit the grievance in writing within five (5) working days to the immediate supervisor on the employee grievance form.

b) The immediate supervisor shall notify the employee and/or representative in writing on the employee grievance form of the decision and the reasons within five (5) working days from the date of presentation of the grievance.

D. Step 3 - Intermediate Supervisor.

a) If the grievance is not resolved in the second step, the employee and/or representative shall use the employee grievance form to submit the grievance in writing to the employee's intermediate supervisor as defined in Section II. A grievance will be considered to be resolved unless the grievance is filed with the intermediate supervisor not later than five (5) working days after the date of the decision was returned to the employee by the immediate supervisor.

b) After review and discussion with all involved parties, the intermediate supervisor shall use the grievance form to notify the employee of the decision and the reasons. This form shall be returned to the employee within five (5) working days of receipt of the grievance. (clerical error corrected 8/8/77)

E. Step 4 - Appointing Officer.

a) If the grievance is not resolved in Step 3, the employee and/or representative, shall use the same employee grievance form to submit the grievance to the appointing officer within five (5) working days after the date of notification of the decision by the intermediate supervisor.

b) After review and discussion with all involved parties, the appointing officer shall use the grievance form to notify the employee of the decision and the reasons. This form shall be returned to the employee within ten (10) working days of receipt of the grievance.

F. Step 5 - Arbitration Process.

If the grievance is not resolved in the fourth step and the employee requests final and binding arbitration, the employee and/or representative shall submit the same employee grievance form to the appointing officer within five (5) working days of the receipt of the appointing officer's decision. The employee and/or representative shall be entitled to decide whether the American Arbitration Association or the California State Conciliation Service will administer the arbitration, and shall notify the appointing officer of the employee's decision as part of the written request for arbitration. If the employee does not so indicate preference, the appointing officer shall decide which agency will administer the arbitration. The appointing officer shall then initiate arbitration by contacting either the American Arbitration Association or the California State Conciliation Service, whichever is selected as above, within ten (10) working days from the date the employee requests arbitration. If the appointing officer does not initiate arbitration as indicated above, the employee may do so within seven (7) additional working days.

If the appointing officer requests arbitration, the appointing officer shall initiate arbitration by contacting the American Arbitration Association or the California State Conciliation Service and shall give notice to the other party or parties.

The arbitrator shall be an impartial person selected from either the American Arbitration Association or the California State Conciliation Service, the agency to be determined as indicated above. The agency shall provide both parties to the grievance with an identical list of five (5) names. If both parties to the grievance cannot agree on an arbitrator from the list provided, within seven (7) days from receipt of the list, they shall have five (5) additional days to strike names alternately from the list until only one name is left. The cost of arbitration shall be equally shared by the employee and the department.

The arbitrators decision cannot supersede Charter Provisions, Civil Service Commission Rules, Ordinances, Memoranda of Understanding, Administrative Codes, Financial and Budgetary Appropriations, and such other rules and regulations.

RULE 55

APPRENTICESHIP PROGRAM

Section 35.01. PURPOSE AND POLICY

The Civil Service Commission declares it to be its purpose and policy to establish an organized planned system of apprenticeship training to be conducted as a joint labor and management undertaking. In accordance with this policy, the following procedures are set forth and are in accordance with the Shelley-Maloney Apprentice Labor Standards Act of 1939, as amended, and the pertinent sections of the Charter and Civil Service Rules.

Section 35.02. JOINT APPRENTICESHIP COMMITTEE:

I. Organization and overall purpose:

a) There is hereby established a Joint Apprenticeship Committee of the City and County of San Francisco (hereinafter referred to as JAC) to assist the General Manager, Personnel, in carrying out a city and county-wide program of apprenticeship training. The overall purpose of the JAC is to foster and promote apprenticeship programs in the several departments; to recommend to the Commission the trades to be included in the apprenticeship program, and the standards for such training; to establish craft committees and to confirm appointments to such committees; to execute apprenticeship agreements; to hear complaints of apprentices, and to perform such other duties as may be assigned by the General Manager, Personnel, or the Commission.

b) The members of the JAC shall be appointed by the Commission and shall be comprised of the following membership:

The General Manager, Personnel, or his representative.
The Chief Administrative Officer or his representative.
The General Manager of the Public Utilities Commission
or his representative.

Three permanent City and County civil service employees
who shall be journeyman members of different crafts
subject to apprenticeship agreements.

One representative of a recognized craft association or
union who is not a city and county employee.

One representative of a recognized employers' organization
who is not a city and county employee.

One advisory member from the California Division of
Apprenticeship Standards.

One advisory member from the school districts.

Each member shall serve for three years or until a successor is appointed. Advisory members shall be entitled to notice of all meetings; to attend such meetings, and to be heard, but shall not have the right to vote.

c) The standards and procedures hereinafter established are made subject to all of the provisions of the Charter, the ordinances of the Board of Supervisors, the Rules of the Civil Service Commission, and the provisions of the California State Apprenticeship Labor Standards Act. Any provision hereof which may be in conflict therewith is null and void.

The State Administrator of Apprenticeship shall be notified of any modification in the Charter, Ordinances or Rules of the Commission, which may affect apprenticeship programs.

d) Trades that have a functioning joint apprenticeship committee, approved by the Division of Apprenticeship Standards and having a representative of the school districts, in which the apprentice is indentured to the trade joint apprenticeship committee and rotation of employment by work processes and trade attitudes is required to assure that the apprentice is exposed to the greatest variety of mechanical and trade philosophy during his apprenticeship, the City shall recognize the Standards of the trade joint apprenticeship committee and secure apprentices through the appropriate trade JAC in the same manner as any other employer and meet with all the trade JAC requirements.

Section 35.03. FUNCTIONS OF THE JOINT APPRENTICESHIP COMMITTEE

The Joint Apprenticeship Committee of the City shall use its best endeavors to set up and carry out within the City an In-Service Training Program for the purpose of enabling such apprentices to learn and acquire a specified trade or craft. The JAC shall encourage the development of apprenticeship programs in the several departments and shall review requests by the departments for the establishment of apprenticeship programs, and shall recommend approval or disapproval of such requests on the basis of required standards. The program shall comply with the provisions of applicable veteran's legislation, if the apprentice is a veteran who plans to use his veteran's benefit in conjunction with the training.

The JAC shall, by rule, subject to approval of the Commission, provide for its own organization and establish standards for an apprenticeship program. Such rules shall include, but shall not necessarily be limited to the following:

a) Provision for the election of a Chairman, a Secretary, and such other officers as they deem advisable, and to fix their duties and terms of office; provided that the General Manager, Personnel, or his representative shall act as Executive Secretary and provide necessary liaison between all parties.

b) Provision for the holding of regular meetings and the maintenance of records of its deliberations and actions.

c) Provisions for the supervision of the administration and enforcement of the rules and standards.

d) Provision for the recommendation to the commission of qualifications to be established for apprentices.

e) Provision for the development of recommendations to the Commission for fair and impartial selection procedure in accordance with existing laws and uniform application of such procedures in the selection of applicants for apprenticeship.

f) Provision for the evaluation of the prior experience and training of apprentices, and for the granting of appropriate credit on account of either training on-the job or related or supplemental instruction.

g) Provision for the investigation and evaluation of apprentice training in progress.

h) Provision for first-aid training for all apprentices.

i) Provision for passing upon the training qualifications of employers who are members of any employee organization signatory to any apprenticeship agreement, as well as other employers who may be involved in this program.

j) Provisions for continuous employment insofar as possible of all apprentices as well as all-around diversified training in all of the job processes of the craft, and to that end to make provision for procedures for the transfer and assignment of apprentices from one department to another.

k) Provision for the establishment and maintenance of appropriate and required records.

l) Provision for serving in an advisory capacity for the school program when designated by the Board of Education as an advisory committee.

m) Provision for the termination of the completion by an apprentice of training and in connection therewith to submit such evidence to the Secretary of the State Apprenticeship Council together with a recommendation for the issuance of a State Certificate of Completion.

n) Provision for the adjustment or determination of disputes and complaints, including provision for an appeal procedure to the State Administrator of Apprenticeship.

Section 35.04. DUTIES AND RESPONSIBILITIES OF EMPLOYER AND PARTICIPATING CRAFTS.

The JAC shall provide for the duties and responsibilities of the employer and employee groups participating in the program.

Section 35.05. DUTIES OF APPRENTICES

The JAC shall provide a definition of apprentices and shall establish the duties and responsibilities of apprentices.

Section 35.06. ORGANIZATION AND FUNCTION OF CRAFT COMMITTEE

The JAC shall provide for the organization and for the duties and responsibilities of craft committees.

Section 35.07.

Controversies regarding the apprenticeship program or the rules, established standards or agreements under such standards, which cannot be adjusted by the JAC or the Commission, shall be submitted to the Administrator of Apprenticeship for determination as provided for in Section 3081 of the California State Labor Code.

RULE 36

TRANSPORT WORKERS UNION SAN FRANCISCO MUNICIPAL RAILWAY TRUST FUND

Section 36.01. CHARTER PROVISION.

a) Section 8.404 of the Charter provides for the establishment of a fund to receive and to administer that money which represents the dollar value difference between vacation, retirement and health service benefits provided by charter for platform employees, coach or bus operators of the Municipal Railway (hereinafter referred to as "Operators"), when such benefits are less than those provided in the two other street railway and bus systems used for the determination of wage schedules for operators of the Municipal Railway.

b) The Commission is mandated to adopt rules subject to approval by the Board of Supervisors by ordinance, for the establishment and general administration of the fund. Such rules must provide for a joint administration of the fund by representatives of the city government, including representatives of the Public Utilities Commission, and representatives of the organized operators.

c) The charter further states that such rules may provide a procedure for final and binding arbitration of the disputes which may arise between representatives of the City government and the representatives of the organized Operators.

d) The charter further requires that the rules provide that all investments of the fund shall be of the character legal for insurance companies in California.

Section 36.02. DETERMINATION OF DOLLAR VALUE OF DIFFERENCES IN BENEFITS.

a) The dollar value difference between vacation, retirement and health service benefits provided by charter for Operators of the Municipal Railway, when such benefits are less than those provided in the two other street railway and bus systems used for the establishment of wage schedules for operators of the Municipal Railway, shall be determined by the Commission after consultation with Local 250A, Transport Workers Union, (or the employee organization having exclusive group representational rights before the Public Utilities Commission), and shall be included in the Salary Standardization Ordinance adopted pursuant to the provisions of Section 8.404 of the Charter.

b) The procedure for payment of monies due to the Fund in accordance with charter authority and the provisions of this rule shall be established by the Controllor.

Section 36.03. ESTABLISHMENT OF TRUST FUND.

In accordance with the authority of Charter Section 8.404, there is hereby established a Transport Workers Union San Francisco Municipal Railway Trust Fund (hereinafter, for the purpose of this rule, to be referred to as the "Trust Fund"), to be administered as hereinafter set forth.

Section 36.04. BOARD OF TRUSTEES.

a) The Trust Fund shall be administered by a Board of Trustees (hereinafter referred to as "The Board"), of six members to be selected as follows:

Two Trustees to be appointed by the Public Utilities Commission who shall serve at the pleasure of the Public Utilities Commission.

One Trustee to be appointed by the Civil Service Commission who shall serve at the pleasure of the Civil Service Commission.

Three Trustees to be appointed by Local 250A, Transport Workers Union of America, (or the employee organization having exclusive group representational rights before the Public Utilities Commission), who shall serve at the pleasure of the Union.

The appointing authority may also appoint and at its pleasure remove one alternate for each Trustee to serve when Trustees are not available to attend meetings of the Board. An alternate when serving in the place of a Trustee, shall have full power to act as a Trustee.

b) Members of the Board and their alternates shall serve until such time as they separate themselves or are removed from their appointment. If a trustee position is vacated, his alternate shall serve in his stead until a successor is designated by the appropriate designating authority.

c) The Board shall elect one member as president and one member as vice-president, and shall establish their terms of office; provided, however, that a member appointed by Management (Public Utilities Commission or Civil Service Commission), and a member appointed by the Employees (Transport Workers Union) shall alternate terms in each such office and that a member appointed by Management shall serve as vice-president during the term in which a member appointed by the Employees holds office as president, and vice versa.

d) Actions of the Board shall be by majority vote of all of the Trustees.

e) Trustees who are employees of the city shall be authorized to attend meetings of the Board held during regular working hours of the employee without loss of pay.

f) No Trustee shall receive payment or emolument of any kind for his services, but, may be reimbursed from the Trust Fund for all reasonable expenses incurred in the performance of his duties as trustee.

Section 36.05. POWERS AND DUTIES OF BOARD OF TRUSTEES.

The Board shall have the power and it shall be its duty to:

a) Establish by rule the detailed procedure for the receipt of monies to the Trust Fund and for the administration of the Trust Fund, which shall include a provision that all investments of the Trust Fund shall be of the character legal for insurance companies in California.

b) Appoint an administrator or secretary of the Trust Fund who shall be the Executive Officer and Secretary of the Board, and whose duties and responsibilities shall be set forth by the Board and who shall serve at the pleasure of the Board.

c) Establish such other positions as in the judgement of the Board may be required to man the office of the Trust Fund, and to make appointments to such positions.

d) Provide for the bonding of the Trustees, the Administrator, and such other employees of the Trust Fund as in the judgement of the Board should be bonded.

e) Select a location for quarters for the Trust Fund, and to provide for the equipment of such office.

f) Provide for the costs of administration of the Trust Fund including the salaries of all employees and the costs involved in the purchase, leasing or rental, and the equipment of quarters.

g) Establish the types of benefits that shall be made available to the operators, and the procedures and methods for the disbursement of such benefits.

h) Establish procedures for the investment of funds within the restrictions herein provided, which procedures may provide for the employment of the services of an investment counsel.

i) Provide for the retention of legal or actuarial counsel, when such assistance is deemed by the Board to be required.

j) Establish accounting procedures to properly account for the administration of the Trust Fund.

k) Prepare an annual report to the Public Utilities Commission and to the officers and members of Local 250A of the Transport Workers Union of America, (or to the employee organization having exclusive group representational rights before the Public Utilities Commission), which report shall include a summary of the income, investments, disbursements, and administrative expenses of the Fund.

Section 36.06. VESTED RIGHTS.

Neither the City, nor the Union, nor the individual operators shall have any vested rights in or to the Trust Fund or any part thereof except the right of the qualified operators, or their dependents, or their beneficiaries or next of kin, to receive the benefits provided for in the Plan to which they may be respectively entitled.

Section 36.07. PROTECTION OF TRUSTEES.

a) Neither the Trustees nor any individual or successor Trustee shall be personally answerable or personally liable for any liabilities or debts of the Trust Fund contracted by them as such Trustees, or for the non-fulfillment of contracts, but the same shall be paid out of the Trust Fund and the Trust Fund is hereby charged with a first lien in favor of each of such Trustees for his security and indemnification for any amounts paid out by such Trustee for any such liability and for his security and indemnification against any liability of any kind which the Trustees or any of them may incur hereunder; provided, however, that nothing herein shall exempt any Trustee from liability arising out of his own willful misconduct or bad faith, or entitle such Trustee to indemnification for any amounts paid or incurred as a result thereof.

b) The Trustees and each individual Trustee shall not be liable for any error of judgement or for any loss arising out of any act or omission in the execution of the Trust Fund, so long as they act in good faith; nor shall any Trustee, in the absence of his own wilful misconduct or bad faith, be personally liable for the acts or omissions (whether performed at the request of the Trustees or not) of any other trustee, or any employee, agent or attorney elected or appointed by or acting for the Trustees.

c) The costs and expenses of any action, suit or proceeding brought by or against the Trustee or any of them (including counsel fees) shall be paid from the Trust Fund, except in relation to matters as to which it shall be adjudged in such action, suit or proceeding that such Trustee was acting in bad faith in the performance of his duties hereunder.

Section 36.08. MEDIATION AND ARBITRATION.

In the event of a dispute on any matter before the Board for action, the Board may, by affirmative vote of three members, refer the matter to mediation or to arbitration. The Board shall provide the procedure for the mediation of any dispute. If a matter is referred to arbitration, then the Board shall attempt to agree on the selection of an impartial arbitrator. If an impartial arbitrator cannot be agreed upon within 48 hours, then an arbitrator designated by the American Arbitration Association shall hear and determine the issue. The written decision of the arbitrator shall be final and binding upon the Board.

Section 36.09. AUDIT REPORT.

The Trust Fund shall be audited semi-annually by an auditor to be designated by the Controller of the City and County. The auditor's report shall be made to the Board of Supervisors, with copies to Local 250A, Transport Workers Union of America (or to the employee organization having exclusive group representational rights before the Public Utilities Commission), the Public Utilities Commission, the Civil Service Commission, Controller, and 12 copies to the Secretary of the Trust Fund for distribution to each Trustee and Alternate Trustee, and the cost of such audit report shall be paid for by the City from funds to be appropriated for such purpose by the Board of Supervisors.

The Board of Trustees and Local 250A of the Transport Workers Union of America (or to the employee organization having exclusive group representational rights before the Public Utilities Commission); may each, at its respective option whenever deemed desirable, arrange for an additional independent audit of the Trust Fund by a qualified auditor of its choice, the expense of which shall be borne by the Trust Fund when ordered by the Trustees and by Local 250A, Transport Workers Union of America (or to the employee organization having exclusive group representational rights before the Public Utilities Commission), when ordered by the Union.

RULE 39 (adopted May 2, 1977)

RULES RELATED TO THE EMPLOYER-EMPLOYEE RELATIONS ORDINANCE

Section 39.01 AUTHORITY

By virtue of the authority vested in it by the Employer-Employee Relations Ordinance of the City and County of San Francisco, Ordinance No. 313-76, (hereinafter the Ordinance), amending the Administrative Code by adding Chapter 16, Article XI.A thereof, the Civil Service Commission, (hereinafter referred to as either "Civil Service Personnel Department" ((CSPD)) or "the Department"), hereby issues the following rules which it finds necessary to carry out the provisions of said Ordinance. The CSPD shall take such action as it may deem necessary to effectuate the policies of the Ordinance.

I. Employee Recognition Elections

Section 39.02 DEFINITIONS

Words and terms used herein shall have the same meaning as in the Administrative Code, Chapter 16, Article XI.A, where applicable. Wherever the word "certified" is used in these Rules or on any official form of the CSPD, it shall be taken to mean and shall be defined as "recognized" as that word appears in the Ordinance.

Section 39.03 REQUEST FOR RECOGNITION

The filing of a Request for Recognition (RR) or a Challenging Petition (CP) accompanied by appropriate verification or proof of employees' approval, shall be in accordance with the provisions of Ordinance Section 16.211. Requests for Recognition and Challenging Petitions shall be in writing on the form prescribed by the Department, and an original and four (4) copies shall be filed with the Department. Where the unit for which recognition is sought involves a presently certified representative, such representative shall be notified of the Request for Recognition.

Section 39.04 DECERTIFICATION PETITION

A Decertification Petition (DP) shall be in writing on the form prescribed by the Department, and an original and four (4) copies thereof shall be filed with the CSPD. The filing of a Decertification Petition accompanied by appropriate verification or proof of employees' approval shall be in accordance with the provisions of Ordinance Section 16.212 within the time period set forth in that Ordinance Section.

Section 39.05 PROOF AND VERIFICATION OF EMPLOYEE'S APPROVAL

Proof of employees' approval of a Request for Recognition, a Challenging Petition, or a Decertification Petition shall accompany the filing of the prescribed form. Such proof need be

filed with the Department only. For purposes of verification by the CSPD, a list of eligible employees shall be furnished by the Employee Relations Division to the CSPD. Such list shall be furnished to the CSPD no more than twenty (20) calendar days following the filing of an RR, CP, or DP petition. Appointing Officers shall furnish the list of eligible employees from their respective departments to the Employee Relations Division no more than ten (10) calendar days after request therefrom. Determination whether such verification or proof is satisfactory shall be made by the CSPD administratively, and shall not be subject to challenge at any stage of the proceedings.

Section 39.06 HOLDING OF ELECTIONS

The CSPD shall designate an Election Agent to conduct an election pursuant to the provisions of Ordinance Section 16.204 (a) (2).

Section 39.07 PRE-ELECTION CONFERENCE

Prior to each election, the CSPD and the Election Agent shall arrange for at least one pre-election conference. The parties shall be notified at least five (5) calendar days in advance of this conference. Parties shall be defined as the City and County of San Francisco as represented by the Employee Relations Division or its designee and representatives from the employee organization(s) or joint council(s) of employee organizations qualified to be included on the ballot. By mutual agreement of the parties and subject to the approval of the CSPD and the Election Agent, the eligible voters, the date(s), time(s) and location(s) of said election shall be determined at the conference.

At this time, and for good cause, the parties shall have the opportunity, subject to the approval of the CSPD and the Election Agent, to prescribe additional rules and procedures for conducting said election. These additional rules and procedures shall be binding and effective for said election as if made a part of the CSPD Election Rules. Subsequent to the Pre-Election Conference, the parties shall sign an election agreement before any further action may be taken with regard to said election.

Section 39.08 Elections

Employees entitled to vote in any election shall be those employees within a representation unit with permanent or permanent limited tenure status, as set forth in Ordinance Section 16.211 (e), including those employees who did not work during such period because of illness, vacation or authorized leave of absence. The employees so entitled shall be those employees whose names appear on the last payroll which shall bear a date no less than thirty (30) calendar days prior to the date on which the election is to be held or such other date within the discretion of the CSPD as may be practicable under the circumstances.

Section 39.09 LIST OF ELIGIBLE VOTERS

For purposes of the election, a list in duplicate of eligible voters shall be furnished to the CSPD by the Employee Relations Division within twenty (20) calendar days after a request therefore by the CSPD has been made. Appointing Officers shall furnish the list of eligible voters from their respective departments to the Employee Relations Division no more than ten (10) calendar days after request therefrom.

Section 39.10 ACCURACY OF LIST

Any employee organization(s) or joint council(s) of employee organizations qualified to be included on the ballot shall be afforded an opportunity to examine said list at the offices of the CSPD, and to file any protest as to any inaccuracies in said list at that time. The CSPD will endeavor to seek agreement upon a list of eligible voters by and between the Employee Relations Division and the organizations qualified to be included on the ballot. If such agreement is not reached, the CSPD shall make the determination of eligible voters and shall immediately notify the Election Agent of its determination. This list shall then become the official list of eligible voters.

Section 39.11 BALLOT CONTENT

Pursuant to Ordinance Section 16.211 (d), every ballot in an election shall contain a choice of "no organization" in addition to the names of the employee organization(s) or joint council(s) of employee organizations which the CSPD has directed to be placed on the ballot. The Election Agent shall determine by lot the order in which the names of the employee organizations will appear on the ballot. The ballot shall be in the form adopted and prescribed by the CSPD.

Section 39.12 AMENDMENT OF BALLOT

Any employee organization or joint council(s) of employee organizations may request that its name be removed from the ballot or as it is to appear on the ballot, be amended or modified. Such request shall be filed with the CSPD in writing no less than fourteen (14) calendar days before the date of election. Upon such request and after mutual agreement of the parties, the CSPD shall direct the Election Agent to change the ballot accordingly.

Where a proceeding involves a Decertification Petition, the certified organization may not have its name removed from the ballot unless it gives notice in writing no less than twenty (20) calendar days before the date scheduled for the election. Such notice shall constitute a disclaimer of interest on the part of the certified representative to represent the employees of the unit in question. Upon such request and after mutual agreement by

the parties, the CSPD shall direct the Election Agent to change the ballot accordingly.

Section 39.13 MAIL BALLOT

The CSPD may order an election, in whole or in part, by mail ballot, as the CSPD in its discretion may deem to be desirable. If an election by mail ballot is ordered, in whole or in part, or if the CSPD determines that absentee ballots shall be used, the CSPD will establish rules and procedures as prescribed by the Election Agent at the pre-election conference.

Section 39.14 ELECTION NOTICES

Upon determining that an election is to be held pursuant to Ordinance Section 16.211(c), the CSPD will cause to be prepared a Notice of Election specifying the date and place, or places thereof; the hours during which the polls will be open; the unit in which the election is to be conducted; rules concerning eligibility to vote; a sample ballot; and such additional information and instructions as the CSPD may determine to be appropriate. Copies of the Notice of Election will be sent to all employee organizations appearing on the ballot, to the Election Agent, and to the Employee Relations Division.

Section 39.15 POSTING OF ELECTION NOTICES

Appointing Officers and/or their designee shall, at the direction of the CSPD, post the Notice of Election at work locations where notices are normally posted for the benefit of employees in the unit. Such notices shall be posted at least five (5) calendar days, excluding Saturdays, Sundays and Holidays, prior to the election, and a Declaration of Posting shall be filed on the prescribed form with the CSPD.

Section 39.16 ELECTION OBSERVERS

Each employee organization or joint council(s) of employee organizations which appear on the ballot may designate not more than two (2) employees in the involved representation unit to act as Observers at each voting place. The Employee Relations Division may also designate not more than two (2) management employees as Observers at each voting place. Observers shall assist the Election Agent and observe that ballots are properly cast and properly counted. Observers shall not be: (a) supervisors of the employees voting; (b) employees of any employee organization(s) or joint council of employee organization(s); (c) persons not then employed by the City and County of San Francisco. A Certification of Conduct of Election shall be filed on the prescribed form with the CSPD and the Election Agent.

Section 39.17 CHALLENGED BALLOTS

Any party, the CSPD, or its Election Agent or authorized Observers may challenge the eligibility of a voter for good cause. Any ballot so challenged shall be impounded by the Election Agent. By mutual agreement at the ballot counting, the parties may, with the approval of the CSPD, attest to the validity of the challenged ballots and such ballots may then be counted.

Unresolved challenged ballots shall remain impounded by the Election Agent. It shall be the responsibility of the challenging party to set forth, in writing, reasons for such challenge within seven (7) calendar days. Any other party involved in the election shall have the right to set forth, in writing, its reply thereto within seven (7) calendar days thereafter. Subsequently, the CSPD shall determine the validity of the challenge or challenges, unless disposed of by mutual agreement of the parties with the approval of the CSPD. Such disposition shall be made with or without a hearing or investigation as the CSPD deems appropriate. The CSPD shall determine whether such challenged ballots are of sufficient number to affect the results of the election.

Section 39.18 CUSTODY AND CONTROL OF CHALLENGED BALLOTS

Ballots which are the subject of dispute as the result of challenges will remain in the custody and control of the Election Agent until such objections have been either determined or resolved.

Section 39.19 REPORT OF ELECTION RESULTS

The Election Agent shall furnish to the CSPD and to the parties an unofficial tally immediately following the election. Election materials concerning the election, including ballots, shall be preserved by the Election Agent for ninety (90) calendar days following the date of that election or for such longer period as may be deemed necessary in the discretion of the CSPD.

Section 39.20 FILING OF OBJECTIONS

Within seven (7) calendar days after the date of the election, any interested party may file with the CSPD an original and four (4) copies of objections to the election. Such objections shall contain a short statement of the reasons therefor, and the CSPD shall conduct an investigation to determine whether such objections have sufficient merit to warrant a hearing before an administrative law judge.

Section 39.21 RECOGNITION

If no objections are filed within the time limits set forth above, or if the challenged ballots are insufficient in number to affect the results of the election, or if no run-off election is to be held, the CSPD shall forthwith declare the official results of the election and notify the affected employee organizations or joint council(s) of employee organizations and

the Employee Relations Division of the results and, where appropriate issue a certificate of recognition pursuant to Ordinance Section 16.204 (a) (1). The Employee Relations Division shall notify the appropriate Appointing Officer(s) of the official election results.

It shall be the responsibility of the recognized employee organization or the recognized employee joint council to notify the CSPD whenever such organization or council ceases to represent the employees of the City and County.

Section 39.22 INVESTIGATIONS

The CSPD may conduct investigations in connection with elections or any matters arising therefrom pursuant to the provisions of Ordinance Section 16.204 (a) (6).

Section 39.23 UNIT DESIGNATIONS

New classifications, reclassifications and requests for unit transfer of classes shall be referred to the Employee Relations Director for proper unit designation.

II. Unfair Labor Practice Charges

Section 39.24 DEFINITIONS

- (a) "Unfair practice" means a violation of Ordinance Section 16.213.
- (b) "Charge" means a written averment of a violation of Ordinance Section 16.213.
- (c) "Answer" means a written denial or an acknowledgment that a violation of Ordinance Section 16.213 has occurred.
- (d) "Charging Party" means the person, organization or other entity lodging the charge with the CSPD.
- (e) "Charged Party" means the person, organization or entity averred by the charging party to have violated Ordinance Section 16.213.
- (f) "Service" means actual delivery of any paper to the party upon whom service is required by this Rule.

Section 39.25 TIME REQUIREMENT

Charges shall be filed with the CSPD within ninety (90) days after the occurrence of the alleged unfair labor practice or discovery thereof.

Section 39.26 CONTENTS OF CHARGE

A charge that a violation of Ordinance Section 16.213 has occurred shall be filed in writing on the form prescribed by the Department. Such charge shall:

- (a) be signed by the person averring a violation of Ordinance Section 16.213;
- (b) contain a declaration by the person filing such charge, under penalty of perjury, pursuant to Section 446 of the California Code of Civil Procedures or otherwise be under oath;
- (c) contain a plain, concise statement descriptive of the violation asserted, including, if possible, the names and addresses, the time and place of occurrence of the particular acts, telephone numbers of the persons or organizations asserted to be in violation, and the subdivision or subdivisions of Ordinance Section 16.213 asserted to be violated;
- (d) contain the full name, affiliation, address and telephone number of the charging party, and the title of any representative identified as or with the charging party.

Section 39.27 FILING OF CHARGE

Six copies of a charge shall be filed with the Assistant Secretary of the Civil Service Commission.

Section 39.28 INVESTIGATION OF CHARGES

The CSPD shall investigate each charge and will make a written report within thirty (30) calendar days, excluding Saturdays, Sundays and Holidays, from receipt of the charges. The CSPD shall endeavor to resolve the charge through mediation prior to a formal hearing.

Section 39.29 CSPD ACTION

After investigation of the charges, the CSPD may:

- (a) dismiss the charge in whole or in part;
- (b) direct a further investigation;
- (c) direct that a notice of hearing be issued and served upon the respondent or respondents and all other parties involved;
- (d) take such other action as it deems appropriate.

Section 39.30 WAIVER OF TIME REQUIREMENTS

The CSPD may act to modify or waive any of the specific time requirements set forth in this Rule for Unfair Labor Practice Charges upon showing of good cause. The time limits contained in Rule Section 39.28 may also be waived by the CSPD when because of unusual circumstances it becomes impracticable for the CSPD to comply with same. After the adoption of this Rule by the Civil Service Commission, Unfair Labor Practice Charges shall comply within the time limitation as set forth in Rule Section 39.25.

III Procedures for the Utilization of Administrative Law Judges

Section 39.31 COMPLAINT

All actions which may or must be heard by an administrative law judge shall be initiated by the filing of a complaint. Said complaint shall be filed with the Assistant Secretary of the Civil Service Commission and shall contain a statement of charges which shall set forth in ordinary and concise language the acts or omissions with which the respondent is charged, to the end that the respondent will be able to prepare a defense. The complaint shall specify the statutes, ordinances or rules which the respondent is alleged to have violated but shall not consist merely of charges phrased in the language of such statutes, ordinances or rules. The complaint shall be verified and said verification may be on information and belief.

Section 39.32 SERVICE OF COMPLAINT

If the complaint raises issues which must be referred to an administrative law judge, the CSPD shall, within ten (10) working days of receipt thereof, serve a copy of the complaint on the named respondent(s) and on the Employee Relations Director. Said service shall be accomplished by the respondent(s) being personally served with a copy of the complaint or a copy being sent to the respondent(s) by registered mail to the address the respondent has on file with the CSPD as his or her place of residence.

Section 39.33 NOTICE OF HEARING AND ANSWER TO COMPLAINT

Accompanying the complaint so served shall be a notice from the CSPD to the effect that a hearing will be held on the complaint and that the respondent(s) will be notified of said date when fixed. Such notice of the time and place of hearing shall be personally delivered or mailed to the parties at least ten (10) days prior to the hearing. The respondent(s) shall also be informed that they may, within fifteen (15) days of receiving the complaint, file an answer thereto with the CSPD admitting or denying the complaint in whole or in part. The hearing shall not be scheduled prior to the expiration of the time within which the respondent is entitled

to file an answer. Failure on the part of the respondent(s) to file an answer to the complaint within the aforementioned time limitation shall be deemed an admission of the truth of the facts contained therein and the hearing shall proceed on that basis.

Section 39.34 AMENDMENT TO COMPLAINT

A complaint may be amended once by the complainant at any time before an answer is filed with the CSPD by filing same with the CSPD. The CSPD shall, in compliance with Section 39.32 of these rules, serve a copy of the amended complaint on the respondents. Accompanying the service of the amended complaint on the respondent shall be information to the effect that the respondent shall have ten (10) days in which to admit or deny the allegations contained in the amended complaint.

The administrative law judge may, in the furtherance of justice, and on such terms as may be proper, allow a party to amend any pleading, after notice to the adverse party, and may also on such terms as may be proper allow an answer to be made after the time limitation contained in these procedures.

Section 39.35 DISCOVERY

After initiation of a proceeding in which a respondent or other party is entitled to a hearing on the merits, a party, upon written request made to another party, prior to the hearing and within thirty (30) days after service by the CSPD of the initial pleading, or within fifteen (15) days after such service of an additional pleading, is entitled to (1) obtain the names and addresses of witnesses to the extent known to the other party, including, but not limited to those intended to be called to testify at the hearing, and (2) inspect and make a copy of any of the following in the possession or custody or under the control of the other party:

(a) A statement of a person, other than the respondent, named in the initial pleading, or in any additional pleading, when it is claimed that the act or omission of the respondent as to such person is the basis for the proceeding;

(b) A statement pertaining to the subject matter of the proceeding made by any party to another party or person;

(c) Statements of witnesses then proposed to be called by the party and of other persons having personal knowledge of the acts, omissions or events which are the basis for the proceeding, not included in (a) or (b) above;

(d) All writings, including but not limited to reports of mental, physical and blood examinations and things which the party then proposes to offer in evidence;

(e) Any other writing or thing which is relevant and which would be admissible in evidence;

(f) Investigative reports made by or on behalf of the CSPD or other party pertaining to the subject matter of the proceeding, to the extent that such reports (1) contain the names and addresses of witnesses or of persons having personal knowledge of the acts, omissions or events which are the basis for the proceeding, or (2) reflect matters perceived by the investigator in the course of the investigation, or (3) contain or include by attachment any statement or writing described in (a) to (e), inclusive, or summary thereof.

For the purpose of this rule, "statement" includes written statements by the person, signed or otherwise authenticated by her or him, stenographic, mechanical, electrical or other recordings, or transcripts thereof, of oral statements by the person, and written reports or summaries of such oral statements.

Nothing in this rule shall authorize the inspection or copying of any writing or thing which is privileged from disclosure by law or otherwise made confidential or protected as the attorney's work product.

Section 39.36 DISCOVERY, JUDICIAL REMEDY

(a) Any party claiming their request for discovery pursuant to Rule 39.35 has not been complied with may serve and file a verified petition to compel discovery in the superior court for the county in which the administrative hearing will be held, naming as respondent the party refusing or failing to comply with Rule 39.35. The petition shall state facts showing the respondent party failed or refused to comply with Rule 39.35, a description of the matters sought to be discovered, the reason or reasons why such matter is discoverable under this provision, and the ground or grounds of respondent's refusal so far as known to petitioner.

(b) The petition shall be served upon respondent party and filed within fifteen (15) days after the respondent party first evidenced their failure or refusal to comply with Rule 39.35 or within thirty (30) days after request was made and the party has failed to reply to the request, whichever period is longer. If from a reading of the petition the court is satisfied that the petition sets forth good cause for relief, the court shall issue an order to show cause directed to the respondent party; otherwise the court shall enter an order denying the petition. The order to show cause shall be served upon the respondent and their attorney of record in the administrative proceeding by personal delivery or registered mail and shall be returnable no earlier than ten (10) days from its issuance nor later than thirty (30) days after the filing of the petition. The respondent party shall have the right to serve and file a written answer or other response to the petition and order to show cause.

(c) The administrative proceeding shall be stayed during the pendency of the proceedings before the superior court only if the court issues an order to show cause.

(d) Where the matter sought to be discovered is under the custody or control of the respondent party and the respondent party asserts that such matter is not a discoverable matter under the provisions of Rule 39.35 or is privileged against disclosure under such provisions, the court may order lodged with it such matters as are provided in subdivision (b) of Section 915 of the Evidence Code and examine such matters in accordance with the provisions thereof.

(e) The court shall decide the case on the matters examined by the court in camera, the papers filed by the parties, and such oral argument and additional evidence as the court may allow.

(f) Unless otherwise stipulated by the parties, the court shall no later than thirty (30) days after the filing of the petition file its order denying or granting the petition, provided, however, the court may on its own motion for good cause extend such time an additional thirty (30) days. The order of the court shall be in writing setting forth the matters or parts thereof the petitioner is entitled to discover under Rule 39.35. A copy of the order shall forthwith be served by mail by the clerk upon the parties. Where the order grants the petition in whole or in part, such order shall not become effective until ten (10) days after the date the order is served by the clerk. Where the order denies relief to the petitioning party, the order shall be effective on the date it is served by the clerk.

(g) The order of the superior court shall be final and not subject to review by appeal. A party aggrieved by such order, or any part thereof, may within fifteen (15) days after the service of the superior court's order serve and file in the appropriate court of appeal a petition for a writ of mandamus to compel the superior court to set aside or otherwise modify its order. Where such review is sought from an order granting discovery, the order of the trial court and the administrative proceeding shall be stayed upon the filing of the petition for writ of mandamus, provided, however, the court of appeal may dissolve or modify the stay thereafter if it is in the public interest to do so. Where such review is sought from a denial of discovery, neither the trial court's order nor the administrative proceeding shall be stayed by the court of appeal except upon a clear showing of probable error.

(h) Where the superior court finds that a party or their attorney, without substantial justification, failed or refused to comply with Rule 39.35 or, without substantial justification, filed a petition to compel discovery pursuant to this section, or, without substantial justification, failed to comply with any order of court

made pursuant to this rule, the court may award court costs and reasonable attorney fees to the opposing party. Nothing in this subdivision shall limit the power of the superior court to compel obedience to its orders by contempt proceedings.

Section 39.37 ADMINISTRATIVE LAW JUDGE, REPORTER

(a) Every hearing in a contested case shall be presided over by an administrative law judge. The administrative law judge shall preside at the hearing, rule on the admission and exclusion of evidence, and matters of law.

(b) The administrative law judge shall voluntarily disqualify herself or himself and withdraw from any case in which the administrative law judge cannot afford a fair and impartial hearing or consideration. Any party may request the disqualification of any administrative law judge by filing an affidavit, prior to the taking of evidence at a hearing, stating with particularity the grounds upon which it is claimed that a fair and impartial hearing cannot be afforded. The issue of disqualification shall be determined by the administrative law judge.

(c) The proceedings at the hearing shall be reported by either a court reporter or by electric recording device.

Section 39.38 EVIDENCE RULES

(a) Oral evidence shall be taken only on oath or affirmation.

(b) Each party shall have these rights: to call and examine witnesses; to introduce exhibits; to cross-examine opposing witnesses on any matter relevant to the issues even though that matter was not covered in the direct examination; to impeach any witness regardless of which party first called the witness to testify; and to rebut the evidence against her or him. If the respondents do not testify in their own behalf, they may be called and examined as if under cross-examination.

(c) The hearing need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence over objection in civil actions. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions. The rules of privilege shall be effective to the extent that they are otherwise required by statute to be recognized at the hearing, and irrelevant and unduly repetitious evidence shall be excluded.

(d) The hearing shall be conducted in the English language. The proponent of any testimony to be offered by a witness who does not proficiently speak the English language shall

provide an interpreter, approved by the administrative law judge conducting the proceeding as proficient in the English language and the language in which the witness will testify, to serve as interpreter during the hearing. The cost of the interpreter shall be paid by the party providing the interpreter.

Section 39.39 EVIDENCE BY AFFIDAVIT

(a) At any time ten (10) or more days prior to a hearing or a continued hearing, any party may mail or deliver to the opposing party a copy of any affidavit which he or she proposes to introduce in evidence, together with a notice as provided in Rule 39.39, subdivision (b). Unless the opposing party, within seven (7) days after such mailing or delivery, mails or delivers to the proponent a request to cross-examine an affiant, the right to cross-examine such affiant is waived and the affidavit, if introduced in evidence, shall be given the same effect as if the affiant had testified orally. If an opportunity to cross-examine an affiant is not afforded after request therefor is made as herein provided, the affidavit may be introduced in evidence, but shall be given only the same effect as other hearsay evidence.

(b) The notice referred to in subdivision (a) of Rule 39.39, shall be substantially in the following form:

The accompanying affidavit of (here insert name of affiant) will be introduced as evidence at the hearing in (here insert title of proceeding). (Here insert name of affiant) will not be called to testify orally and you will not be entitled to question her or him unless you notify (here insert name of the proponent or attorney) at (here insert address) that you wish to cross-examine her or him. To be effective, your request must be mailed or delivered to (here insert name of proponent or attorney) on or before (here insert a date seven ((7)) days after the date of mailing or delivering the affidavit to the opposing party).

Section 39.40 OFFICIAL NOTICE

In reaching a decision official notice may be taken, either before or after submission of the case for decision of any fact which may be judicially noticed by the courts of this State. Parties present at the hearing shall be informed of the matters to be noticed, and those matters shall be noted in the record, referred to therein, or appended thereto. Any such party shall be given a reasonable opportunity on request to refute the officially noticed matters by evidence or by written or oral presentation of authority, the manner of such refutation to be determined by the administrative law judge.

Section 39.41 DECISION OF ADMINISTRATIVE LAW JUDGE

After the matter is submitted, the administrative law judge shall prepare a written decision in the case which shall be immediately binding upon all the parties to the hearing. A copy of said decision

shall be furnished to each party and to the Employee Relations Director.

Section 39.42 CONTINUANCE

The administrative law judge may grant continuances. When an administrative law judge of the Office of Administrative Hearings has been assigned to such hearing, no continuance may be granted except by the administrative law judge or by the administrative law judge in charge of the San Francisco Office of Administrative Hearings, for good cause shown.

Section 39.43 MATTERS WHICH MAY BE SUBMITTED TO AN ADMINISTRATIVE LAW JUDGE

If the complaint raises issues which may be submitted to an administrative law judge, the CSPD shall, within thirty (30) calendar days, excluding Saturdays, Sundays and Holidays, from receipt thereof, conduct an investigation into the facts surrounding the allegations and based thereon make a determination as to whether or not the complaint has sufficient merit to warrant a hearing before an administrative law judge.

If the CSPD determines that the facts stated in the complaint give rise to a valid dispute between the parties, the matter shall be referred to an administrative law judge and the provisions of this article shall be applicable. If the CSPD determines that the complaint does not state facts which warrant a hearing by the administrative law judge, it shall dismiss said complaint and immediately notify the complainant of such action.

Section 39.44 SUBPOENAS

(a) Before the hearing has commenced, the administrative law judge shall issue subpoenas and subpoenas duces tecum at the request of any party for attendance or production of documents at the hearing. Compliance with the provisions of Section 1985 of the Code of Civil Procedure shall be a condition precedent to the issuance of a subpoena duces tecum. After the hearing has commenced, the administrative law judge may issue subpoenas and subpoenas duces tecum.

(b) The process issued pursuant to Rule 39.44, subdivision (a), shall be extended to all parts of the State and shall be served in accordance with the provisions of Sections 1987 and 1988 of the Code of Civil Procedure. No witnesses shall be obliged to attend at a place out of the county in which they reside unless the distance be less than 150 miles from the place of residence except that the administrative law judge, upon affidavit of any party showing that the testimony of such witness is material and necessary, may endorse on the subpoena an order requiring the attendance of such witnesses.

(c) All witnesses appearing pursuant to subpoena, other than the parties or officers or employees of the State or any political subdivision thereof, shall receive fees, and all witnesses appearing pursuant to subpoena, except the parties, shall receive mileage in the same amount and under the same circumstances as prescribed by law for witnesses in civil actions in a superior court. Witnesses appearing pursuant to subpoena, except the parties, who attend hearings at points so far removed from their residence as to prohibit return thereto from day to day shall be entitled in addition to fees and mileage to a per diem compensation of twenty-five dollars (\$25) for expenses of subsistence for each day of actual attendance and for each day necessarily occupied in traveling to and from the hearing. Fees, mileage and expenses of subsistence shall be paid by the party at whose request the witness is subpoenaed.

Section 39.45 CONTEMPT

If any person in proceedings before an administrative law judge disobeys or resists any lawful order or refuses to respond to a subpoena, or refuses to take the oath or affirmation as a witness or thereafter refuses to be examined, or is guilty of misconduct during a hearing or so near the place thereof as to obstruct the proceeding, the administrative law judge shall certify the facts to the superior court in and for the City and County of San Francisco. The court shall thereupon issue an order directing the person to appear before the court and show cause why he or she should not be punished as for contempt. The order and a copy of the certified statement shall be served on the person. Thereafter the court shall have jurisdiction of the matter. The same proceedings shall be had, the same penalties may be imposed and the persons charged may purge themselves of the contempt in the same way, as in the case of persons who have committed a contempt in the trial of a civil action before a superior court.

Section 39.46 POWER TO ADMINISTER OATHS

In any proceedings under these rules the hearing reporter or the administrative law judge shall have the power to administer oaths and affirmations.

RULE 40
STANDING AND SPECIAL COMMITTEES

Section 40.01 STANDING AND SPECIAL COMMITTEES - CREATION.

The Commission shall establish such Standing or Special Committees as it shall deem necessary. Standing Committees shall be composed of three members and shall be appointed by the President of the Commission for terms of two years.

Section 40.02 APPLICABLE RULES.

The Rules of the Civil Service Commission shall be applicable in the conduct of all meetings of a Committee whenever practicable. Committees may by majority vote of its members adopt such additional rules not in conflict with the rules of the Civil Service Commission as may be considered necessary for the conduct or consideration for any business referred to or initiated by such Committees.

Section 40.03 MEETINGS TO BE PUBLIC.

Every meeting of a Committee shall be open to the public.

Section 40.04 TIME OF MEETING.

A Committee shall meet at the time set by the Chairperson, or a majority of the Committee in that order of priority.

Section 40.05 POWERS AND DUTIES OF CHAIRPERSON.

The Chairperson shall have no vote on any substantive matter pertaining to matters coming before the Committee except to make or break a tie vote. The Chairperson shall set the calendar for meetings, authenticate by signing all documents issued or authorized by order of a Committee and decide all questions of order. Any member of a Committee who disagrees on the ruling of the Chairperson on any matter may appeal from the decision thereon, and the vote of any two members of a Committee shall decide the appeal.

Section 40.06 COMMITTEE HEARING AND ACTION.

A Committee, after a measure has been referred to it, shall hold a public hearing or hearings thereon and may invite or subpoena witnesses for testimony thereon. A Committee may recommend to the Commission the enactment, defeat or tabling of such measure, or may amend such measure, and may take such other action with respect thereto as is necessary and proper under the rules or law.

Section 40.07 CALLING A MEASURE

At any time after ninety (90) days subsequent to reference of a measure to a Committee, the Civil Service Commission, by a majority vote of its members, may order that such measure be returned to the Civil Service Commission within a specified time limit, in which event the Secretary of the Commission shall notify every individual or by publication all ascertainable interested parties that the measure has been called out of Committee and will be considered by the full Commission on a specified date.

Section 40.08 SUBPOENA POWERS AND TESTIMONY UNDER OATH.

The subpoena powers granted the Civil Service Commission under the Charter shall devolve upon the Committees. Any member may require any witness before a Committee to testify upon oath or affirmation administered by a notary-certified shorthand reporter, who shall attend and take down verbatim all proceedings, if practicable.

CIVIL SERVICE COMMISSION RULESAPPENDIX B

CIVIL SERVICE CLASSIFICATIONS WHICH REQUIRE A ONE-CALENDAR YEAR PROBATIONARY PERIOD (CHARTER SECTION 8.340):

Q2 Police Officer
R2 Firefighter8304 Deputy Sheriff
9210 Airport Police OfficerCIVIL SERVICE CLASSIFICATIONS WHICH REQUIRE A ONE-YEAR PROBATIONARY PERIOD (RULE 16, SECTION 16.034): (AMENDED 12/15/80 -
RULE CHANGE NO. 80/81-6; 4/20/81 - RULE CHANGE NO. 80/81-8; 8/17/81 - RULE CHANGE NO. 81/82-2; 6/7/82 - RULE CHANGE NO.
81/82-10; 8/16/82, 11/15/82 AND 11/29/82 - RULE CHANGE NO. 82/83-2).

B164	Senior Law Clerk	(12/15/80)	1656	Head Accountant	(12/15/80)
1110	Executive Assistant to the General Manager,		1657	Senior Systems Accountant	(12/15/80)
	Retirement System	(04/20/81)	1658	Chief Accountant	(12/15/80)
1112	Retirement System General Manager	(04/20/81)	1661	Assistant Fiscal Officer, Board of	
1114	Administrator, Retirement Service	(04/20/81)		Education	(12/15/80)
1115	Chief Investment Officer	(04/20/81)	1666	Finance Director, Department of	
1116	Commercial Division Assistant Manager	(04/20/81)		Public Health	(12/15/80)
1118	Commercial Division Manager	(04/20/81)	1672	Assistant Controller	(12/15/80)
1126	Public Administrator/Public Guardian	(04/20/81)	1675	Supervising Fiscal Officer,	
1128	Registrar of Voters-Recorder	(04/20/81)		Municipal Railway	(12/15/80)
1129	Chief Deputy Registrar of Voters-Recorder	(04/20/81)	1678	Financial Operations Director	(06/07/82)
1131	Assistant Public Administrator/ Public Guardian	(04/20/81)	1679	Financial Reports Specialist	(12/15/80)
1136	Assistant County Clerk	(12/15/80)	1680	Chief Assistant Controller	(12/15/80)
1142	County Clerk	(12/15/80)	1728	Tabulating Division Supervisor	(04/20/81)
1144	Chief Assistant Clerk, Board of Supervisors	(04/20/81)	1739	Computer Operations Supervisor II	(04/20/81)
1146	Clerk of the Board, Legislative Administrator and City Clerk	(04/20/81)	1780	Assistant Chief, Computer Operations and Support Services	(04/20/81)
1150	General Manager, Department of Electricity	(04/20/81)	1806	Senior Statistician	(04/20/81)
1160	Assistant Director of Purchasing and Services	(04/20/81)	1809	Administrative Assistant to the Superintendent of Schools	(06/07/82)
1218	Payroll Supervisor	(12/15/80)	1814	Assistant Actuary	(04/20/81)
1226	Chief Payroll and Personnel Clerk	(12/15/80)	1822	Administrative Analyst	(04/20/81)
1231	Associate Affirmative Action Coordinator	(12/15/80)	1823	Senior Administrative Analyst	(04/20/81)
1232	Training Officer	(12/15/80)	1824	Principal Administrative Analyst	(04/20/81)
1233	Affirmative Action Specialist	(12/15/80)	1825	Management Analyst	(04/20/81)
1234	Director of Training	(12/15/80)	1826	Associate Budget Analyst	(04/20/81)
1235	Affirmative Action Coordinator	(12/15/80)	1827	Assistant Management Analyst	(04/20/81)
1237	Training Coordinator	(11/15/82)	1828	Senior Associate Budget Analyst	(04/20/81)
1240	Assistant Personnel Analyst	(12/15/80)	1829	Operations Analyst	(04/20/81)
1242	Personnel Analyst	(12/15/80)	1830	Administrative Assistant to the Mayor	(04/20/81)
1244	Senior Personnel Analyst	(12/15/80)	1832	Business Manager, City College	(04/20/81)
1246	Principal Personnel Analyst	(12/15/80)	1838	Administrative Assistant to the Executive Director, Health Service System	(04/20/81)
1248	Assistant Division Manager, Personnel	(12/15/80)	1843	Associate Coordinator Commission on the Status of Women	(04/20/81)
1270	Departmental Personnel Officer	(12/15/80)	1845	Executive Representative	(04/20/81)
1272	Senior Departmental Personnel Officer	(12/15/80)	1846	Executive Assistant, Mayor's Office	(04/20/81)
1273	Director of Personnel and Staff Development	(12/15/80)	1847	Executive Aide, to the Mayor's Office	(04/20/81)
1274	Director, Bureau of Personnel and Safety	(12/15/80)	1849	Mayor's Program Manager	(04/20/81)
1276	Departmental Personnel Director	(12/15/80)	1851	Mayor's Senior Program Manager	(04/20/81)
1277	Assistant Division Manager, Salary Standardization and Employee Relations	(12/15/80)	1859	Assistant to the Director of Information	(04/20/81)
1278	Division Manager, Personnel	(12/15/80)	1860	Computer Operations and Support Services	(04/20/81)
1279	Chief of Technical Selection Services	(12/15/80)	1862	Systems and Procedures Analyst	(04/20/81)
1284	Assistant Secretary, Civil Service Commission	(12/15/80)	1864	Senior Systems and Procedures Analyst	(04/20/81)
1288	Assistant General Manager, Personnel	(12/15/80)	1865	Systems and Procedures Supervisor, Special Project	(11/15/82)
1312	Public Information Officer	(04/20/81)	1866	Systems and Procedures Supervisor	(04/20/81)
1314	Public Relations Officer	(04/20/81)	1872	Programmer Analyst	(04/20/81)
1336	Assistant to General Manager (Public Service), Recreation and Parks	(04/20/81)	1873	Software Analyst	(04/20/81)
1473	Elections Planning Assistant Supervisor	(04/20/81)	1874	Senior Programmer Analyst	(04/20/81)
1475	Elections Planning Supervisor	(04/20/81)	1875	Senior Software Analyst	(04/20/81)
1492	Assistant Clerk, Board of Supervisors	(04/20/81)	1876	Data Programming and Systems Supervisor	(04/20/81)
1540	Secretary, Fire Commission	(04/20/81)	1877	Supervising Software Analyst	(04/20/81)
1546	Secretary, Commission on the Aging	(04/20/81)	1880	Chief of Systems	(04/20/81)
1550	Executive Assistant to the Board of Education	(04/20/81)	1881	Assistant Director, Systems and Data Processing	(04/20/81)
1565	Assistant Director, Art Commission	(04/20/81)	1882	Director, Systems and Data Processing	(04/20/81)
1574	Executive Secretary to the Controller	(04/20/81)	1890	Manager, Data Processing, SFUSD	(04/20/81)
1650	Accountant	(12/15/80)	1898	Executive Deputy for Program and Fiscal Administration	(04/20/81)
1652	Senior Accountant	(12/15/80)	1940	Stores and Equipment Supervisor	(04/20/81)
1654	Principal Accountant	(12/15/80)	1952	Purchaser	(04/20/81)
1655	Systems Accountant	(12/15/80)	1954	Purchaser, Printing	(04/20/81)

APPENDIX B (continued)

956	Senior Purchaser	(04/20/81)	2660	Administrative Chef	(11/15/82)
958	Supervising Purchaser	(04/20/81)	2661	Food Service Administrator	(06/07/82)
116	Assistant Director, Medical Records	(06/07/82)	2732	School Custodian Services Supervisor II	(06/07/82)
118	Director, Medical Records	(11/15/82)	2782	Laundry Superintendent	(06/07/82)
119	Health Care Analyst	(06/07/82)	2785	Assistant General Services Manager	(06/07/82)
124	Director of Admissions, San Francisco General Hospital	(11/15/82)	2786	General Services Manager	(11/15/82)
127	Administrative Assistant to the Director of Public Health	(06/07/82)	2808	Senior Disease Control Investigator	(06/07/82)
130	Emergency Hospital Service Assistant Superintendent	(06/07/82)	2816	Chief, Bureau of Records and Statistics	(11/15/82)
132	Emergency Hospital Service Superintendent	(06/07/82)	2818	Health Program Planner	(06/07/82)
140	Hospital Administrative Assistant	(06/07/82)	2820	Senior Health Program Planner	(06/07/82)
143	Hospital Assistant Administrator	(11/15/82)	2824	Chief, Bureau of Health Education	(11/15/82)
145	Hospital Associate Administrator	(11/15/82)	2825	Senior Health Educator	(06/07/82)
171	Medical Director, Laguna Honda Hospital	(11/15/82)	2832	Supervising Public Health Nurse	(06/07/82)
182	Administrator, Laguna Honda Hospital	(11/15/82)	2833	Public Health Nurse Administrator	(06/07/82)
212	Director, Division of Dental Health	(11/15/82)	2836	Director of Public Health Nursing	(11/15/82)
232	Physician Specialist	(11/15/82)	2846	Nutritionist	(06/07/82)
2233	Supervising Physician Specialist	(11/29/82)	2885	Deputy Director of Adult Services, Community Health Service	(11/15/82)
2234	District Health Officer	(11/15/82)	2894	Program Chief, Community Public Health Services	(11/15/82)
2246	Assistant Director of Clinical Services I	(11/29/82)	2895	Program Chief, Community Mental Health Services	(11/15/82)
2248	Assistant Director of Clinical Services II	(11/29/82)	2896	Deputy Director of Community Health Programs	(11/15/82)
2250	Director of Clinical Services	(11/15/82)	2897	Deputy Director for Program Planning, Development, Research and Evaluation	(11/15/82)
2290	Zoo Veterinarian	(06/07/82)	2910	Social Worker	(08/17/81)
2322	Head Nurse	(06/07/82)	2911	Eligibility Appeals Specialist	(08/17/81)
2324	Nursing Supervisor	(06/07/82)	2912	Senior Social Worker	(08/17/81)
2326	Nursing Supervisor Psychiatric	(06/07/82)	2925	Chief, Medical Social Services	(11/15/82)
2342	Head Nurse, Surgery	(06/07/82)	2950	Social Service Division Supervisor	(11/15/82)
2344	Chief of Surgery Nurses	(11/15/82)	2951	Community Services Coordinator	(11/15/82)
2350	Instructor of Nursing	(06/07/82)	2952	Vocational Service Counselor	(08/17/81)
2352	Assistant Director of Nursing Education	(11/15/82)	2958	Director of Vocational Development and Training	(11/15/82)
2366	Assistant Director of Nurses, Laguna Honda Hospital	(11/15/82)	2969	Assistant Director, Social Service Program	(11/15/82)
2368	Assistant Director of Nurses, San Francisco General Hospital	(11/15/82)	2970	Director, Administrative Services, Department of Social Services	(11/15/82)
2369	Director of Nurses, Laguna Honda Hospital	(11/15/82)	2971	Director, Social Service Program	(11/15/82)
2370	Director of Nurses, San Francisco General Hospital	(11/15/82)	2973	Assistant General Manager, Department of Social Services	(11/15/82)
2394	Central Processing and Distribution Supervisor	(06/07/82)	3104	Business Manager, Recreation and Park Department	(11/15/82)
2428	Supervising Radiologist Technologist I	(06/07/82)	3115	Executive Assistant to the General Manager, Recreation and Park	(11/15/82)
2429	Supervising Radiologist Technologist II	(06/07/82)	3216	Assistant Aquatic Supervisor	(08/17/81)
2431	Chief Radiologic Technologist	(06/07/82)	3228	Assistant Director, Golf Course Operations	(08/17/81)
2444	Clinical Laboratory Technologist	(06/07/82)	3230	Golf Director	(08/17/81)
2446	Senior Clinical Laboratory Technologist	(06/07/82)	3234	Marina Manager	(11/15/82)
2451	Senior Pharmacist, Laguna Honda Hospital	(06/07/82)	3257	Senior Photography Instructor	(08/17/81)
2452	Senior Pharmacist, San Francisco General Hospital	(06/07/82)	3262	Curator of Arts and Crafts, Junior Museum	(08/17/81)
2454	Clinical Pharmacist	(06/07/82)	3292	Assistant Superintendent, Recreation	(11/15/82)
2456	Assistant Toxicologist	(06/07/82)	3321	Senior Animal Keeper	(08/17/81)
2458	Toxicologist	(06/07/82)	3322	Assistant Head Animal Keeper	(08/17/81)
2462	Microbiologist	(06/07/82)	3324	Head Animal Keeper	(08/17/81)
2464	Senior Microbiologist	(06/07/82)	3342	Zoologist	(08/17/81)
2465	Virologist	(11/15/82)	3360	Curator of Zoological Exhibits	(11/15/82)
2466	Chief Microbiologist	(06/07/82)	3440	Landscaping and Street Planning Supervisor	(11/15/82)
2468	Water Quality Biologist	(06/07/82)	3453	Assistant Agricultural Commissioner-Dealer of Weights and Measures	(11/15/82)
2480	Supervisor of Laboratories, Water Pollution Control	(04/20/81)	3456	County Agricultural Commissioner and Dealer of Weights and Measures	(11/15/82)
2490	Director, Public Health Chemist	(11/15/82)	3466	Assistant Superintendent, Parks, Squares and Facilities	(11/15/82)
2492	Director, Public Health Laboratories	(11/15/82)	3516	Aquatic Collector	(08/17/81)
2534	Paramedic Supervisor	(11/15/82)	3525	Chief Museum Preparator	(08/17/81)
2535	Chief, Paramedic Division	(11/15/82)	3528	Museum Conservator	(08/17/81)
2532	Director of Diversional Activities and Volunteer Services	(06/07/82)	3529	Museum Conservator - Avery Brundage Collection of Asian Art	(08/17/81)
2556	Physical Therapist	(06/07/82)	3548	Curator of Natural Science, Junior Museum	(08/17/81)
2561	Optometrist	(06/07/82)	3589	Assistant Director, Administrative, Center of Asian Art and Culture	(08/17/81)
2576	Supervising Clinical Psychologist	(06/07/82)	3638	Chief Librarian	(11/15/82)
2578	Chief Clinical Psychologist	(06/07/82)	3640	Coordinator of Children's Services	(11/15/82)
2581	Administrative Coroner	(11/15/82)			
2584	Chief Medical Examiner - Coroner	(11/15/82)			
2589	Health Program Coordinator I	(06/07/82)			
2591	Health Program Coordinator II	(06/07/82)			
2593	Health Program Coordinator III	(06/07/82)			
2596	Employee Referral Program Director	(06/07/82)			
2598	Director of Food Services, S.F.U.S.D.	(11/15/82)			

APPENDIX B (continued)

3642	Coordinator of Adult Services	(11/15/82)	5183	Deputy Superintendent, Building Inspection	(11/15/82)
4110	Rental Property Supervisor	(08/17/81)	5184	Superintendent of Building Inspection and Property Conservation	(11/15/82)
4130	Convention Facilities Assistant Manager	(11/15/82)	5186	Assistant Director of Public Works, Administrative	(06/07/82)
4132	Convention Facilities Manager	(11/15/82)	5187	Executive Director, Clean Water Program	(11/15/82)
4140	Right-of-Way Agent	(08/17/81)	5210	Senior Civil Engineer	(11/15/82)
4142	Senior Right-of-Way Agent	(08/17/81)	5212	Principal Civil Engineer	(11/15/82)
4143	Principal Right-of-Way Agent	(11/15/82)	5217	Building Code Analyst	(06/07/82)
4144	Assistant Director of Property	(11/15/82)	5219	Senior Structural Engineer	(11/15/82)
4150	Director of Property	(08/17/81)	5224	Associate Water Purification Engineer	(06/07/82)
4160	Real Property Loan Officer	(11/15/82)	5232	Senior Traffic Engineer	(11/15/82)
4212	Chief Technical and Assessment Services	(11/15/82)	5233	Principal Traffic Engineer	(11/15/82)
4225	Assistant Chief Personal Property Auditor	(11/15/82)	5242	Senior Electrical Engineer	(11/15/82)
4226	Chief Personal Property Auditor	(08/17/81)	5246	Radio Engineer	(06/07/82)
4252	Senior Marine Appraiser	(11/15/82)	5249	Senior Sanitary Engineer	(11/15/82)
4256	Real Estate Analyst	(08/17/81)	5258	Senior Mechanical Engineer	(11/15/82)
4265	Senior Real Property Appraiser	(11/15/82)	5260	Architectural Assistant I	(06/07/82)
4267	Principal Real Property Appraiser	(08/17/81)	5261	Architectural Assistant II	(06/07/82)
4268	Assistant Chief Real Property Appraiser	(11/15/82)	5265	Architectural Associate I	(06/07/82)
4269	Chief Appraiser	(11/15/82)	5266	Architectural Associate II	(06/07/82)
4270	Principal Appraiser (Special Valuations)	(08/17/81)	5268	Architect	(06/07/82)
4294	Administrator, Assessment Appeals Board	(08/17/81)	5269	School Architectural Coordinator	(06/07/82)
4331	Security Analyst	(08/17/81)	5270	Senior Architect	(06/07/82)
4332	Assistant Chief of Investment	(11/15/82)	5273	Principal Architect	(11/15/82)
4349	Director of Real Estate, Tax Collector's Office	(11/15/82)	5281	Planner III - Administrative	(06/07/82)
4373	Deputy Tax Administrator	(08/17/81)	5285	Airport Noise Abatement Officer	(11/15/82)
4378	Cash Management and Investment Officer	(11/15/82)	5286	Administrator, Property Conservation	(11/15/82)
5102	Public Buildings Maintenance and Repair Assistant Superintendent	(11/15/82)	5297	Planner V (Zoning)	(06/07/82)
5104	Public Buildings Maintenance and Repair Superintendent	(11/15/82)	5298	Planner III - Environmental Review	(06/07/82)
5105	Director, Maintenance and Operations, S.F.U.S.D.	(11/15/82)	5299	Planner IV - Environmental Review	(06/07/82)
5112	Assistant Director of Planning - Implementation (Zoning Administrator)	(11/15/82)	5312	Surveyor	(06/07/82)
5113	Assistant Director of Planning - Plans and Programs	(11/15/82)	5314	Survey Party Chief	(06/07/82)
5115	Deputy Director of Planning	(11/15/82)	5330	City Planning Graphics Supervisor	(06/07/82)
5120	Architectural Administrator	(06/07/82)	5370	Cost Estimator	(06/07/82)
5122	Assistant City Architect	(11/15/82)	6120	Environmental Health Inspector	(06/07/82)
5124	City Architect	(11/15/82)	6122	Senior Environmental Health Inspector	(06/07/82)
5132	Manager of Water Pollution Control	(11/15/82)	6124	Principal Environmental Health Inspector	(06/07/82)
5133	Associate Manager, Bureau of Water Pollution Control	(06/07/82)	6125	Hospital Health and Safety Officer	(06/07/82)
5134	Deputy Manager, Bureau of Water Pollution Control	(11/15/82)	6126	Director, Bureau of Environmental Health Services	(11/15/82)
5138	Hetch Hetchy Project Superintendent of Operations	(11/15/82)	6127	Assistant Director, Bureau of Environmental Health Services	(11/15/82)
5149	Superintendent of Water Treatment Facilities	(11/15/82)	6216	Sewer Safety Inspector	(06/07/82)
5150	Assistant Division Manager, Alameda Division	(11/15/82)	6233	Refrigeration Inspector	(06/07/82)
5154	Assistant Division Manager, Peninsula Operations	(11/15/82)	6235	Heating and Ventilating Inspector	(06/07/82)
5156	Division Manager, Suburban Operations	(11/15/82)	6236	Boiler Inspector	(06/07/82)
5158	City Distribution Division Assistant Manager	(11/15/82)	6238	Senior Boiler Inspector	(06/07/82)
5160	City Distribution Division Manager	(11/15/82)	6242	Plumbing Inspector	(06/07/82)
5161	Water Purification Assistant Division Manager	(11/15/82)	6244	Chief Plumbing Inspector	(06/07/82)
5162	Water Purification Division Manager	(11/15/82)	6264	Plan Checker - Engineering	(06/07/82)
5170	Street Cleaning and Planning Superintendent	(11/15/82)	6318	Construction Inspector	(06/07/82)
5171	Street Repair Assistant Superintendent	(11/15/82)	6331	Building Inspector	(06/07/82)
5172	Street Repair Superintendent	(11/15/82)	6340	School Construction Coordinator	(06/07/82)
5173	Street Cleaning and Planning Assistant Superintendent	(11/15/82)	7102	Maintenance and Repair Assistant Superintendent Hetch Hetchy Project	(11/15/82)
5176	Chief Valuation and Rate Engineer	(11/15/82)	7119	Manager, Sewer Repair	(04/20/81)
5177	Safety Officer	(11/15/82)	7120	Buildings and Grounds Maintenance Superintendent	(11/15/82)
5178	Assistant Superintendent, Property Conservation	(11/15/82)	7123	Machine Shop and Parking Meter Superintendent	(06/07/82)
5179	Assistant Superintendent, Building Inspection Administration	(11/15/82)	7124	Maintenance and Repair Superintendent, Hetch Hetchy Project	(11/15/82)
5181	Chief, Bureau of Sanitary Engineering	(06/07/82)	7125	Electrical Operation and Maintenance Superintendent, Hetch Hetchy Project	(11/15/82)
			7126	Mechanical Shop and Equipment Superintendent	(11/15/82)
			7128	Power House Superintendent	(06/07/82)
			7130	General Superintendent, Facilities Maintenance	(06/07/82)
			7131	Electrical Maintenance and Construction Superintendent	(11/15/82)
			7132	Telecommunication Supervisor	(06/07/82)
			7134	Water Construction and Maintenance Superintendent	(11/15/82)

APPENDIX B (continued)

7136	Water Shops and Equipment Superintendent	(11/15/82)	8323	Senior Counselor, Boys Ranch School	(06/07/82)
7150	City Shops General Superintendent	(11/15/82)	8324	Supervising Counselor, Juvenile Court	(06/07/82)
7202	Assistant Park Superintendent for Structural Maintenance	(11/15/82)	8326	Assistant Director, Boys Ranch School	(11/15/82)
7203	Building and Grounds Maintenance Supervisor	(06/07/82)	8330	Director, Boys Ranch School	(11/15/82)
7204	Chief Water Service Inspector	(06/07/82)	8336	Business Manager, Juvenile Court	(11/15/82)
7205	Chief Stationary Engineer	(06/07/82)	8340	Assistant Director, Juvenile Court	(11/15/82)
7208	Heavy Equipment Operations Supervisor	(06/07/82)	8344	Director of Institutions, Juvenile Court	(11/15/82)
7209	School Heating and Ventilating Supervisor	(06/07/82)	8347	Director of Training Program, Sheriff's Department	(06/07/82)
7213	Plumber Supervisor I	(06/07/82)	8415	Senior Supervising Probation Officer, Juvenile Court	(11/15/82)
7221	Asphalt Plant Supervisor I	(06/07/82)	8416	Assistant Chief Probation Officer, Juvenile Court	(11/15/82)
7224	Car and Auto Painter Supervisor I	(06/07/82)	8418	Chief Probation Officer, Juvenile Court	(11/15/82)
7225	Transit Paint Shop Supervisor I	(06/07/82)	8419	Prisoner Services Counselor	(06/07/82)
7226	Carpenter Supervisor I	(06/07/82)	8420	Rehabilitation Services Coordinator	(06/07/82)
7227	Cement Finisher Supervisor I	(06/07/82)	8423	Neighborhood Coordinator	(06/07/82)
7230	Fire Department Water System Supervisor I	(06/07/82)	8424	Senior Neighborhood Coordinator	(06/07/82)
7233	Glazier Supervisor I	(06/07/82)	8425	Project Coordinator, Safe	(06/07/82)
7234	Transportation Equipment Shop Supervisor	(06/07/82)	8435	Senior Supervising Adult Probation Officer	(11/15/82)
7236	Locksmith Supervisor I	(06/07/82)	8448	Court Alternative Specialist II	(06/07/82)
7239	Plumber Supervisor II	(06/07/82)	8450	Criminal Justice Specialist I	(11/15/82)
7240	Water Meter Shop Supervisor I	(06/07/82)	8452	Criminal Justice Specialist II	(11/15/82)
7242	Painter Supervisor I	(06/07/82)	8454	Criminal Justice Specialist III	(06/07/82)
7244	Power Plant Supervisor I	(06/07/82)	8470	Executive Director, County Parole Commission	(11/15/82)
7246	Sewer Repair Supervisor II	(06/07/82)	9130	Transit Schedule Maker	(06/07/82)
7247	Sheet Metal Worker Supervisor II	(06/07/82)	9132	Supervising Station Agent, Municipal Railway	(06/07/82)
7248	Steamfitter Supervisor II	(06/07/82)	9134	Transit Schedule Supervisor	(06/07/82)
7250	Utility Plumber Supervisor I	(06/07/82)	9139	Transit Supervisor	(08/17/81)
7252	Chief Stationary Engineer, Sewage Plant	(06/07/82)	9140	Transit Manager I	(08/17/81)
7259	Water and Power Maintenance Supervisor I	(06/07/82)	9141	Transit Manager II	(08/17/81)
7272	Carpenter Supervisor II	(06/07/82)	9142	Transit Manager III	(08/17/81)
7277	City Shops Assistant Superintendent	(11/15/82)	9144	Transit Service Inspector	(06/07/82)
7278	Painter Supervisor II	(06/07/82)	9150	Transit Control Dispatcher	(06/07/82)
7280	Sewer Repair Assistant Superintendent	(06/07/82)	9152	Transit Control Supervisor	(06/07/82)
7281	Street Cleaning Supervisor II	(06/07/82)	9154	Transit Control Chief Inspector	(06/07/82)
7283	Track Maintenance Superintendent, Municipal Railway	(06/07/82)	9155	Claims Investigator	(06/07/82)
7284	Utility Plumber Supervisor II	(06/07/82)	9156	Senior Claims Investigator	(06/07/82)
7288	Signal System Maintenance Superintendent	(06/07/82)	9157	Claims Adjuster	(06/07/82)
8112	Assistant Court Clerk	(12/15/80)	9158	Assistant Claims Agent	(06/07/82)
8113	Court Room Clerk	(06/07/82)	9159	General Claims Agent	(11/15/82)
8115	Assistant Supervising Court Clerk	(12/15/80)	9160	Assistant Transit Dispatcher	(06/07/82)
8120	Senior Legislation Clerk	(06/07/82)	9162	Day Transit Dispatcher	(06/07/82)
8130	Administrative Assistant, District Attorney's Office	(06/07/82)	9168	Safety Instructor, Public Utilities Commission	(06/07/82)
8144	Psychiatric Investigator, District Attorney's Office	(06/07/82)	9170	Transit Operation Instructor	(06/07/82)
8145	Principal Public Defender's Investigator	(06/07/82)	9171	Senior Transit Operating Instructor	(06/07/82)
8160	Assistant Chief, Family Support Bureau	(06/07/82)	9172	Safety and Training Supervisor, Public Utilities Commission	(06/07/82)
8161	Chief, Family Support Bureau	(06/07/82)	9173	System Safety Inspector	(06/07/82)
8166	Compensation Claims Supervisor	(11/15/82)	9174	Security Chief, Municipal Railway	(06/07/82)
8185	Director, Family Support Bureau	(11/15/82)	9177	Director System Safety	(11/15/82)
8194	Deputy Director, Mayor's Criminal Justice Council	(11/15/82)	9178	School Transportation Supervisor	(06/07/82)
8195	Executive Director, Mayor's Criminal Justice Council	(11/15/82)	9179	Assistant Transportation Division Superintendent	(06/07/82)
8205	Institutional Police Sergeant	(06/07/82)	9180	Transportation Division Superintendent	(06/07/82)
8206	Institutional Police Captain	(06/07/82)	9181	Metro Operations Manager	(11/15/82)
8209	Institutional Police Lieutenant	(06/07/82)	9182	Transportation Assistant Superintendent	(06/07/82)
8210	Head Park Patrol Officer	(06/07/82)	9183	Deputy General Manager, Engineering and Maintenance, Municipal Railway	(11/15/82)
8213	Police Services Aide	(06/07/82)	9184	Transportation Superintendent	(06/07/82)
8230	Chief Museum Guard	(06/07/82)	9187	Cable Car Division Manager, Municipal Railway	(06/07/82)
8231	Museum Services Coordinator	(06/07/82)	9188	Transit Equipment Engineer, Municipal Railway	(06/07/82)
8239	Senior Police Communications Dispatcher	(11/15/82)	9189	Director of Planning, Municipal Railway	(11/15/82)
8246	Director, Emergency Services	(06/07/82)	9191	Deputy General Manager, Operations, Municipal Railway	(11/15/82)
8247	Emergency Planning Coordinator	(06/07/82)	9192	Transit Environmental Coordinator	(06/07/82)
8260	Assistant Criminalist	(06/07/82)	9194	Transit Schedule Analyst	(06/07/82)
8262	Criminalist	(06/07/82)	9195	Light Rail Vehicle Equipment Engineer	(06/07/82)
8306	Senior Deputy Sheriff	(06/07/82)	9197	Signal and Systems Engineer	(06/07/82)
8308	Sheriff's Sergeant	(06/07/82)	9206	Airport Property Specialist I	(11/15/82)
8310	Sheriff's Lieutenant	(06/07/82)	9207	Airport Property Specialist II	(11/15/82)
8312	Sheriff's Captain	(06/07/82)			
8314	Chief Deputy Sheriff	(06/07/82)			
8322	Senior Counselor, Juvenile Hall	(06/07/82)			

APPENDIX B (continued)

9211	Airport Police Sergeant	(08/16/82)
9213	Senior Airfield Safety Officer	(06/07/82)
9215	Airport Police Lieutenant	(08/16/82)
9216	Airport Police Captain	(08/17/81)
9220	Airport Operations Supervisor	(06/07/82)
9222	Airport Operations Coordinator	(06/07/82)
9226	Airport Operations Superintendent	(11/15/82)
9232	Airport Mechanical Maintenance Supervisor	(11/15/82)
9252	Airport Maintenance Superintendent	(11/15/82)
9255	Airport Economic Planner	(11/15/82)
9256	Airport Assistant General Manager, Operations and Maintenance	(11/15/82)
9258	Airport Assistant General Manager, Business Administration	(11/15/82)
9260	Airport Assistant General Manager, Planning and Development	(11/15/82)
9261	Terminal Construction Program Administrator	(11/15/82)
9332	Piledriver Supervisor I	(06/07/82)
9340	Dredging Supervisor	(06/07/82)
9344	Roofing Supervisor I	(06/07/82)
9345	Sheet Metal Supervisor I	(06/07/82)
9350	Harbor Police Officer	(06/07/82)
9360	Construction and Maintenance Supervisor II, Port	(06/07/82)
9361	Assistant Superintendent, Harbor Maintenance, Electrical	(11/15/82)
9363	Assistant Superintendent, Harbor Maintenance, Piers and Wharves	(11/15/82)
9364	Superintendent, Harbor Maintenance and Repair	(11/15/82)
9365	Senior Estimator, Heavy Construction, Port	(06/07/82)
9376	Market Research Specialist, Port	(06/07/82)
9379	Chief Harbor Engineer	(11/15/82)
9387	Port Traffic Manager	(11/15/82)
9390	Executive Assistant to the Port Director	(11/15/82)
9391	Public Relations Representative	(06/07/82)
9392	Regional Trade Promotion Representative, Port of San Francisco	(06/07/82)
9393	Sales Manager, Port of San Francisco	(11/15/82)
9394	Manager of Trade Development and Communications	(06/07/82)
9395	Assistant Rental Manager, Port	(06/07/82)
9396	Commercial Property Manager	(11/15/82)
9397	Port Development Consultant	(06/07/82)
9405	Coordinating Program Monitor, City Demonstration Agency	(11/15/82)
9702	Employment and Training Specialist I	(06/07/82)
9704	Employment and Training Specialist II	(06/07/82)
9706	Employment and Training Specialist III	(06/07/82)
9708	Employment and Training Specialist IV	(06/07/82)
9710	Employment and Training Specialist V	(11/15/82)
9714	Director, Mayor's Office Employment and Training	(11/15/82)
9724	Specialist in Aging III	(06/07/82)

NOTE: The date following the class title is the date of Civil Service Commission action adding the class to those requiring a one-year probationary period.

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CORRECTED MEMORANDUM

March 30, 1984

DOCUMENTS DEPT.

APR 16 1984

SAN FRANCISCO
PUBLIC LIBRARYMEMORANDUM

TO: All Appointing Officers
Departmental Personnel Officers
Employee and Employee Organization Representatives

FROM: John J. Walsh
General Manager, Personnel

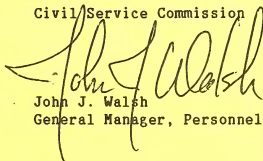
SUBJECT: CIVIL SERVICE COMMISSION RULE CHANGE NUMBER 83/84-5;
AMENDMENT TO CIVIL SERVICE COMMISSION RULE 4 -
MEETINGS OF THE COMMISSION, SECTION 4.01 - REGULAR MEETINGS.

At its meeting of February 27, 1984, the Civil Service Commission amended Civil Service Commission Rule 4, Section 4.01 - Regular Meetings. This change is to be posted on the Amendment Control Sheet (page vi) as Civil Service Commission Rule Change Number 83/84-5.

Attached is reissued page 8 dated February 28, 1984, which incorporates the amendments to replace the corresponding page in the Civil Service Commission Rules. The effect of this amendment is to change the date of Civil Service Commission meetings from the first and third Mondays of each month to the second and fourth Mondays of each month. This change will be effective March 1984: the Civil Service Commission will meet on Monday, March 12, and Monday, March 26.

Additional copies of this memorandum and of the reissued page are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 153, City Hall.

Civil Service Commission



John J. Walsh
General Manager, Personnel

JJW/vl

March 2, 1984



DOCUMENTS DEPT.

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SAN FRANCISCO
PUBLIC LIBRARYMEMORANDUM

TO: All Appointing Officers
Departmental Personnel Officers
Employee and Employee Organization Representatives

FROM: John J. Walsh
General Manager, Personnel

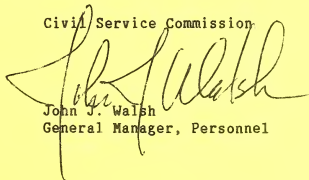
SUBJECT: CIVIL SERVICE COMMISSION RULE CHANGE NUMBER 83/84-5;
AMENDMENT TO CIVIL SERVICE COMMISSION RULE 4 -
MEETINGS OF THE COMMISSION, SECTION 4.01 - REGULAR MEETINGS.

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Additional copies of this memorandum and of the reissued page are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 153 City Hall.

Civil Service Commission



John J. Walsh
General Manager, Personnel

JJW/v1

CORRECTED MEMORANDUM

January 27, 1984

DOCUMENTS DEPT.

FEB 8 1984

SAN FRANCISCO
PUBLIC LIBRARYMEMORANDUM

TO: All Appointing Officers
Departmental Personnel Officers
Employee and Employee Organization Representatives

FROM: John J. Walsh
General Manager, Personnel

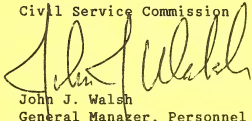
SUBJECT: CIVIL SERVICE COMMISSION RULE CHANGE NUMBER 83/84-4;
AMENDMENT TO CIVIL SERVICE COMMISSION RULE 11 -
CERTIFICATION OF ELIGIBLES, SECTION 11.02 C -
SELECTIVE CERTIFICATION OF CERTIFIED TEMPORARY EMPLOYEES.

At its meeting of January 9, 1984, the Civil Service Commission amended Civil Service Commission Rule 11, Section 11.02C - Selective Certification of Certified Temporary Employees. This change is to be posted on the Amendment Control Sheet (page vi) as Civil Service Commission Rule Change Number 83/84-4.

Attached is reissued page 29 dated January 27, 1984 which incorporates the amendments to replace the corresponding page in the Civil Service Commission Rules.

Questions related to the selective certification procedure are to be directed to Carol Sam or Bette Thomas at Centrex (558) 2327 or Norma Gill at Centrex (558) 2651. Additional copies of this memorandum and of the reissued page are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 153 City Hall.

Civil Service Commission


John J. Walsh
General Manager, Personnel

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January 20, 1984

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JAN 24 1984

SAN FRANCISCO
PUBLIC LIBRARYMEMORANDUM

TO: All Appointing Officers
Departmental Personnel Officers
Employee and Employee Organization Representatives

FROM: John J. Walsh
General Manager, Personnel

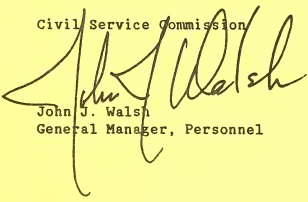
SUBJECT: CIVIL SERVICE COMMISSION RULE CHANGE NUMBER 83/84-3;
AMENDMENT TO CIVIL SERVICE COMMISSION RULE 11 -
CERTIFICATION OF ELIGIBLES, SECTION 11.02 C -
SELECTIVE CERTIFICATION OF CERTIFIED TEMPORARY EMPLOYEES.

At its meeting of January 9, 1984, the Civil Service Commission amended Civil Service Commission Rule 11, Section 11.02C - Selective Certification of Certified Temporary Employees. This change is to be posted on the Amendment Control Sheet (page vi) as Civil Service Commission Rule Change Number 83/84-3.

Attached is reissued page 29 dated January 20, 1984 which incorporates the amendments to replace the corresponding page in the Civil Service Commission Rules.

Questions related to the selective certification procedure are to be directed to Carol Sam or Bette Thomas at Centrex (558) 2327 or Norma Gill at Centrex (558) 2651. Additional copies of this memorandum and of the reissued page are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 153 City Hall.

Civil Service Commission



John J. Walsh
General Manager, Personnel

JJW/v1

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#23

November 15, 1983

DOCUMENTS DEPT.

DEC 1 1983

SAN FRANCISCO
PUBLIC LIBRARYMEMORANDUM

TO: All Appointing Officers
Departmental Personnel Officers
Employee and Employee Organization Representatives

FROM: John J. Walsh
General Manager, Personnel

SUBJECT: CIVIL SERVICE COMMISSION RULE CHANGE 83/84-3;
AMENDMENT TO CIVIL SERVICE COMMISSION RULE 15 -
MEDICAL EXAMINATIONS.

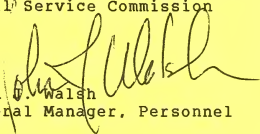
At its meeting of November 14, 1983, the Civil Service Commission adopted proposed amendments to Civil Service Commission Rule 15 - Medical Examinations. This change is to be posted on the Amendment Control Sheet (page vi) as Rule Change Number 83/84-3.

Attached to substitute for the corresponding pages of the Civil Service Commission Rules are reissued pages 32g and 32h dated November 15, 1983.

The Medical Examination Policy required by revised Section 15.01 will be issued to the departments simultaneously with this Rule Change. Departmental instructions on implementation of the Policy will follow shortly.

Please call Bette Thomas or Carol Sam at Centrex (558) 2327 if you have general inquiries to make on medical examination requirements or need assistance with this Rule change. Specific information on prior medical examinations may be obtained from Mr. Pat Barrett at Centrex (558) 5846. Additional copies of this Rule change and of the reissued pages may be obtained from Al Walker in Room 153 City Hall.

Civil Service Commission


John J. Walsh
General Manager, Personnel

JJW/vl

SF
C65
#23

November 11, 1983

DOCUMENTS DEPT.

NOV 29 1983

SAN FRANCISCO
PUBLIC LIBRARYMEMORANDUM

TO: All Appointing Officers
Departmental Personnel Officers
Employee and Employee Organization Representatives

FROM: John J. Walsh
General Manager, Personnel

SUBJECT: CIVIL SERVICE COMMISSION RULE CHANGE NUMBER 83/84-2;
AMENDMENT TO CIVIL SERVICE COMMISSION RULE 1 -
AUTHORITY AND PURPOSE, SECTION 1.03 AFFIRMATIVE ACTION
PLAN AND POLICY FOR EQUAL OPPORTUNITIES, SUBSECTION F-
DISCRIMINATION COMPLAINTS.

At its meeting of October 17, 1983, the Civil Service Commission amended Civil Service Commission Rule 1, Section 1.03 F - Discrimination Complaints. This change is to be posted on the Amendment Control Sheet (page vi) as Civil Service Commission Rule Change Number 83/84-2.

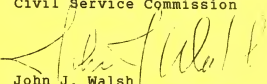
Attached are reissued pages 1b, 1c, 1d, and 1e dated November 4, 1983 to replace the corresponding pages in the Rules. Also attached are new pages 1f and 1g dated November 4, 1983 to add to the Rules.

This Rule change amends the prior discrimination complaint process in several areas:

1. Expands the number of protected groups to conform to applicable Charter provisions;
2. Provides for "no fault" settlement agreements;
3. Provides for dismissal, without hearing, of clearly meritless charges;
4. Establishes option to defer to duly authorized state and federal agencies;
5. Establishes a thirty-day period within which the Civil Service Commission shall rule on all requests to review a decision of the Hearing Panel.

Questions related to the Discrimination Complaint procedure are to be directed to Steve Amano, Associate Affirmative Action Coordinator, at Centrex (558) 2796. Additional copies of this memorandum and of the new and reissued pages are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 153 City Hall.

Civil Service Commission


John J. Walsh
General Manager, Personnel

JJW/v1



September 23, 1983

DOCUMENTS DEPT.

OCT 12 1983

SAN FRANCISCO
PUBLIC LIBRARYMEMORANDUM

TO: All Appointing Officers
Departmental Personnel Officers
Employee and Employee Organization Representatives

FROM: John J. Walsh
General Manager, Personnel

SUBJECT: CIVIL SERVICE COMMISSION RULE CHANGE NUMBER 83/84-1;
AMENDMENT TO CIVIL SERVICE COMMISSION RULES 2, 9, 10,
12, 13, 14 AND DELETION OF CIVIL SERVICE COMMISSION
RULES 17 AND 19.

At its meeting of August 29, 1983, the Civil Service Commission amended the following Rules:

- Rule 2 - Definitions
- Rule 9 - Examinations
- Rule 10 - Eligible Lists
- Rule 12 - Appointment and Validation
- Rule 13 - Reinstatement and Reappointment
- Rule 14 - Part-Time Employment

With the exception of the amendment to Rule 13, all of these amendments were related to or required by the temporary employee Letter of Agreement and Compliance Agreement adopted by the Civil Service Commission on April 4, 1983.

The Commission also deleted Rule 17 - Non-Civil Service or Emergency Appointments, and Rule 19 - Limited Tenure Appointment. These changes are to be posted on the Civil Service Commission Rule Amendment Control Sheet (page vi) as Rule Change Number 83/84-1.

Please make the following adjustments in your copy of the Rules:

TABLE OF CONTENTS

Remove current pages i and ii (green) and substitute the attached revised pages dated September 8, 1983.

RULE 2 - DEFINITION

Remove existing pages 2, 3 and 4 and replace them with attached pages 2, 3, 4, 4a and 4b dated September 8, 1983.

RULE 9 - EXAMINATIONS

Remove existing page 25 and replace it with revised page 25 dated September 8, 1983.

RULE 10- ELIGIBLE LISTS

Replace existing page 27 with attached revised page 27 dated September 8, 1983.

RULE 12 - APPOINTMENTS

Remove existing page 32 and substitute reissued page 32 dated September 8, 1983. In addition, please add to your Rules new pages 32a, 32b, and 32c dated September 8, 1983.

RULE 13 - REINSTATEMENT AND REAPPOINTMENT

Remove existing pages 32a and 32b and replace then with the attached new pages 32d and 32e dated September 8, 1983.

RULE 14 - PART-TIME AND AS NEEDED EMPLOYMENT

Substitute existing page 32c for attached new page 32f dated September 8, 1983.

RULE 15 - MEDICAL EXAMINATIONS

This Rule has not been amended; however, due to the renumbering of pages required by this Rule Change, the current pages of Rule 15 (32d and 32e) become 32g and 32h. Please substitute new pages 32g and 32h issued September 8, 1983 accordingly.

RULE 17 - NON-CIVIL SERVICE OR EMERGENCY APPOINTMENTS

Remove existing pages 34 and 35 from the Rules.

RULE 19 - LIMITED TENURE APPOINTMENTS

Remove existing pages 40, 41, 42 and 43 from the Rules.

SUMMARY OF MAJOR CHANGES

RULE 2 - DEFINITIONS

Changes in Rule 2 relate principally to clarification of the difference between temporary and permanent positions and appointments.

One significant departure from former concepts is the application of the word "temporary" only to an appointment to a temporary position from an eligible list and the use of the word "provisional" to cover those appointments not from a list both non-Civil Service and Limited Tenure.

RULE 9 - EXAMINATIONS

This amendment adds Section 9.18 to the Rules requiring the Civil Service Commission to begin the examination process whenever a provisional or near list appointment is made to a permanent position.

RULE 10 - ELIGIBLE LISTS

Section 10.06 is added to the Rules requiring that certification of eligibles begin within thirty (30) days of eligible list adoption.

RULE - 12 - APPOINTMENT AND VALIDATION

This Rule has been expanded incorporating all types of appointments - permanent, temporary, or provisional - and establishes specific time restrictions on temporary and provisional appointment. Because of the time restriction, provision has been made for the separation of temporary or provisional appointees upon expiration of the temporary position or upon accrual of the maximum duration without reference to the termination or lay-off provisions of the Rules.

RULE 13 - REINSTATEMENT AND REAPPOINTMENT

This Rule has been amended to allow a resigned employee, except a member of the uniformed ranks of the San Francisco Fire Department, four (4) years from the effective date of the resignation to be reappointed rather than two (2) years. Reappointment rights for members of the uniformed ranks of the San Francisco Fire Department remain at two (2) years.

RULE 14 - PART-TIME EMPLOYMENT

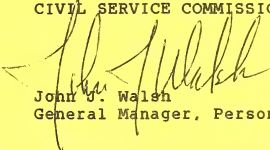
This Rule has amended to make provision for "as needed" employment as well as part time employment.

RULES 17 AND 19 - NON-CIVIL SERVICE OR EMERGENCY APPOINTMENTS LIMITED TENURE APPOINTMENT

Deleted; Rule 12 amended to provide for both types of provisional appointment.

Instructions on the implementation of certain aspects of these Rules are being drafted and will be issued shortly. Civil Service Commission staff will, if necessary, contact departments affected by these Rules which are now in effect and must be enforced. Questions should be directed to either Carol Sam or Bette Thomas on Centrex 2327. Additional copies of this memorandum are available from Al Walker, Room 153 City Hall.

CIVIL SERVICE COMMISSION



John J. Walsh
General Manager, Personnel

JJW:vl



May 11, 1983

TO: All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

FROM: John J. Walsh
General Manager, Personnel

SUBJECT: CIVIL SERVICE COMMISSION RULES -
REPLACEMENT PAGE

Attached to substitute for the existing page of the Civil Service Commission Rules is a replacement for page 31a (Rule 11 - Certification).

Civil Service Commission

John J. Walsh
John J. Walsh
General Manager, Personnel

JJW:v1

DOCUMENTS DEPT.

MAY 16 1983

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PUBLIC LIBRARY



April 13, 1983

DOCUMENTS TO BE FILED

APR 25 1983

SAN FRANCISCO
PUBLIC LIBRARYMEMORANDUM

TO: All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

FROM: John J. Walsh
General Manager, Personnel


SUBJECT: CIVIL SERVICE COMMISSION RULE CHANGE 82/83-3; AMENDMENTS TO
CIVIL SERVICE COMMISSION RULE 11 - CERTIFICATION OF ELIGIBLES

At its meeting of March 21, 1983, the Civil Service Commission adopted proposed amendments to Civil Service Commission Rule 11 - Certification of Eligibles, Section 11.03 - Response Period, Section 11.04 - Effect of Failure to Respond, and Section 11.05 - Waivers. Attached incorporating the amendments are revised Civil Service Commission Rule pages 30, 31, and 31a which are to substitute for the corresponding pages in your copy of the Civil Service Commission Rules.

The effect of these changes are two-fold: (1) departments are now required to respond to a Notice of Certification within twenty (20) business days of the date of the Notice and a penalty is prescribed for failure to comply with the time restriction; and (2) except if provided on the examination announcement, eligibles when certified will be limited to three refusals of consideration for employment. Certifications outstanding at this time are not affected by the limitation on refusals by eligibles if the certification is from a list which allowed unlimited waivers nor will the first certification from such lists made subsequent to the Rule change be counted; however, all eligibles will be notified in future certifications of the Rule change and its potential affect on them.

Additional copies of this proposed Rule change are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 153 City Hall.

CIVIL SERVICE COMMISSION


John J. Walsh
General Manager, Personnel

JJW:vl



February 18, 1983

TO: All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

DOCUMENTS DEPT.

FEB 22 1983

FROM: John J. Walsh
General Manager, Personnel

SAN FRANCISCO
PUBLIC LIBRARY

SUBJECT: CIVIL SERVICE COMMISSION RULE CHANGE NUMBERS 82/83-2;...
AMENDMENT TO APPENDIX B OF THE CIVIL SERVICE COMMISSION
RULES TO PROVIDE FOR A ONE YEAR PROBATIONARY PERIOD FOR
CERTAIN CLASSIFICATIONS.

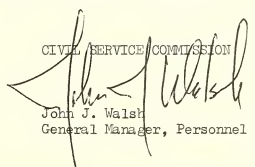
At its meetings of August 16, 1982, November 15, 1982 and November 29, 1982, the Civil Service Commission amended Appendix B of the Civil Service Commission Rules by adding various classifications to those requiring a one-year probationary period. A copy of revised Appendix B incorporating the additional classes is attached to substitute for Appendix B issued June 11, 1982. This Rule Change is to be posted on the Amendment Control Sheet (page vi) as Civil Service Commission Rule Change Number 82/83-2.

The requirement of a one-year probationary period for those classes designated in Appendix B will affect all new permanent appointments commencing on or after the date of addition to Appendix B. This date is indicated in brackets just to the right of the class number and title. A new permanent appointment includes not only an appointment as a result of certification from an eligible list but also includes all appointments by transfer, reinstatement, or reappointment made on or after the adoption date. However, employees who were appointed while a six-month probationary period was required who are laid off and subsequently returned to duty from a permanent Holdover Roster to a position in the class from which laid off or who as a result of the lay-off are reinstated to a former class will be covered by the six-month requirement in the event a probationary period is required. You are reminded that Civil Service Commission Rule 16 permits the reduction of the probationary period for periods of prior permanent appointment in the same class under the conditions specified in Section 16.03B.

To assist in the adaptation to appointments with probationary periods of different lengths, the Civil Service Commission Certification Unit will be noting on permanent certification and appointment documents that a one-year probationary period is required. In the absence of such a notation the probationary period is six-months. However, it is strongly recommended that Appendix B be consulted each time an appointment is made in order to insure that the appropriate probationary period is served.

Additional copies of Appendix B are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 153 City Hall.

CIVIL SERVICE COMMISSION


John J. Walsh
General Manager, Personnel



December 3, 1982

MEMORANDUM

TO: All Appointing Officers
Departmental Personnel Officers
Employees and Employee Representatives

FROM: John J. Walsh
General Manager, Personnel

SUBJECT: UPDATE OF SUBJECT INDEX TO THE
CIVIL SERVICE COMMISSION RULES

DOCUMENTS DEPT.

DEC 7 1982

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Attached is a copy of a revised Subject Index to the Civil Service Commission Rules. This index incorporates all Civil Service Commission Rule changes made through fiscal year 1981-82. Replacement pages I through XIII are to be substituted for the corresponding pages in your copy of the Rules and those pages dated 7/6/81 are to be discarded.

Additional copies of this revised Civil Service Commission Rules Subject Index are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 153 City Hall.

Civil Service Commission

A handwritten signature in dark ink, appearing to read "John J. Walsh".

John J. Walsh
General Manager, Personnel

JJW:vl

attachments

SF
C65
23

November 19, 1982

TO: All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

FROM: John J. Walsh
General Manager, Personnel

SUBJECT: CIVIL SERVICE COMMISSION RULE CHANGE 82/83-1;
AMENDMENT TO CIVIL SERVICE COMMISSION RULE 4 -
MEETINGS OF THE COMMISSION, SECTION 4.03 -
SPECIAL MEETINGS.

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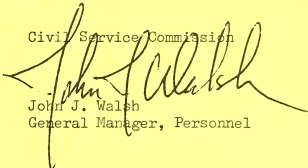
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At its meeting of November 1, 1982, the Civil Service Commission amended Civil Service Commission Rule 4 - Meetings of the Commission, Section 4.03 - Special Meetings. This change is to be posted on the Amendment Control Sheet (page vi) as Civil Service Commission Rule Change Number 82/83-1.

Attached are reissued pages 8 and 9 to replace the corresponding pages in your copy of the Civil Service Commission Rules. Additional copies of this memorandum or of the reissued pages are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 153 City Hall.

Civil Service Commission


John J. Walsh
General Manager, Personnel

JJW:vl



June 30, 1982

TO: All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

FROM: John J. Walsh
General Manager, Personnel

DOCUMENTS DEPT.

SUBJECT: CIVIL SERVICE COMMISSION RULE CHANGE 81/82-11;
AMENDMENT TO CIVIL SERVICE COMMISSION RULE 32 -
LAY-OFF AND INVOLUNTARY LEAVE, SECTION 32.12 -
LAY-OFF OF LIMITED TENURE APPOINTEES IN THE
MAYOR'S OFFICE OF EMPLOYMENT AND TRAINING.

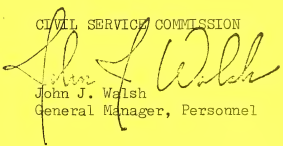
JUL 13 1982

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At its meeting of June 21, 1982, the Civil Service Commission amended Civil Service Commission Rule 32 - Lay-Off and Involuntary Leave, Section 32.12 - Lay-Off of Limited Tenure Appointees in the Mayor's Office of Employment and Training. The effect of this Rule amendment was to modify the automatic expiration date provided in Subsection D of Section 32.12 from June 30, 1982 to June 30, 1983.

Please correct the date on page 69g (continued) of your copy of the Civil Service Commission Rules in Section 32.12, Subsection D, accordingly and make a notation that this amendment was made by Civil Service Commission Rule Change Number 81/82-11.

CIVIL SERVICE COMMISSION



John J. Walsh
General Manager, Personnel

JJW:vl



DOCUMENTS DEPT.

June 15, 1982 JUN 24 1982

SAN FRANCISCO
PUBLIC LIBRARY

TO: All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

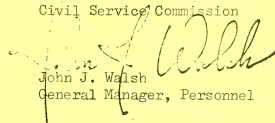
FROM: John J. Walsh
General Manager, Personnel

SUBJECT: CIVIL SERVICE COMMISSION RULE CHANGE NUMBER 81/82 - 10;
AMENDMENT TO APPENDIX B OF THE CIVIL SERVICE COMMISSION
RULES TO PROVIDE FOR A ONE YEAR PROBATIONARY PERIOD FOR
CERTAIN CLASSIFICATIONS.

At its meeting of June 7, 1982, the Civil Service Commission amended Appendix B of the Civil Service Commission Rules by adding 206 additional classifications. This change is to be posted on the Amendment Control Sheet (page vi) as Civil Service Commission Rule Change Number 81/82 - 10.

Attached are reissued pages B.1, B.2, and B.3 to replace the existing pages dated 8/21/81. Additional copies of this memorandum and of the replacement pages is available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 153 City Hall.

Civil Service Commission


John J. Walsh
General Manager, Personnel

JJW:vl



May 14, 1982

TO: All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

FROM: John J. Walsh
General Manager, Personnel

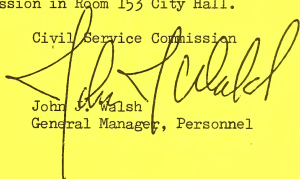
SUBJECT: CIVIL SERVICE COMMISSION RULE CHANGE NUMBER 81/82-9;
AMENDMENT TO CIVIL SERVICE COMMISSION RULE 22 -
LEAVES OF ABSENCE, SECTION 22.02 - SICK LEAVE, ADD-
ING NEW SUB-SECTION F, - USE OF SICK LEAVE WITH PAY
CREDITS TO SUPPLEMENT STATE DISABILITY INSURANCE (SDI).

At its meeting of November 16, 1981, the Civil Service Commission amended Civil Service Commission Rule 22 - Leaves of Absence, Section 22.02 - Sick Leave, by adding new Subsection F - Use of Sick Leave with Pay Credits to Supplement State Disability Insurance (SDI). As provided by Charter all Civil Service Commission Rule amendments related to Sick Leave with Pay must be ratified by the Board of Supervisors. This Amendment has recently completed the legislative process and is effective retroactively to February 1, 1982. This change is to be posted on the Amendment Control Sheet (page vi) as Civil Service Commission Rule Change Number 81/82-9.

Attached is new page 55A which contains the new provisions. This new page is to be added to your copy of the Civil Service Commission Rules.

Additional copies of this new page are available from Al Walker, Assistant Secretary, Civil Service Commission in Room 153 City Hall.

Civil Service Commission



John J. Walsh
General Manager, Personnel

JJW:vl



March 12, 1982

DOCUMENTS DEPT.

APR 12 1982

SAN FRANCISCO
PUBLIC LIBRARY

TO: All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

FROM: John J. Walsh
General Manager, Personnel

SUBJECT: REPLACEMENT PAGES - CIVIL SERVICE COMMISSION RULES

Attached are replacements for pages 36 and 37 of your copy of the Civil Service Commission Rules. Please substitute these pages dated March 1, 1982 for the existing undated pages. Additional copies of these pages may be obtained from Al Walker, Assistant Secretary, Civil Service Commission, Room 153 City Hall.

Civil Service Commission

[Handwritten signature]
John J. Walsh
General Manager, Personnel

JJW:vl



February 3, 1982

DOCUMENTS DEPT.

FEB 8 1982

SAN FRANCISCO
PUBLIC LIBRARYMEMORANDUM

To : All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

From : John J. Walsh
General Manager, Personnel

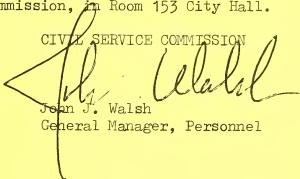
SUBJECT: CIVIL SERVICE COMMISSION RULE CHANGE NUMBER 81/82-8;
AMENIMENTS TO CIVIL SERVICE COMMISSION RULE 18- STATUS RIGHTS;
SECTION 18.11- LAY-OFF-STATUS APPOINTEES AND CIVIL SERVICE RULE 32-
LAY-OFF AND INVOLUNTARY LEAVE, SECTION 32.02-SENIORITY-DEFINED.

At its meeting of February 1, 1982, the Civil Service Commission adopted two proposed amendments to its Rules 18 and 32 as detailed in the above subject. This change is to be posted on the Amendment Control Sheet (page vi) as Civil Service Commission Rule Change Number 81/82-8.

The effect of these amendments would be to allow status appointees to carry forward all seniority from the former class to the new class.

Attached are reissued pages 38, 39, and 69 to replace the corresponding pages in your copy of the Civil Service Commission Rules. Additional copies of this memorandum or of the reissued pages are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 153 City Hall.

CIVIL SERVICE COMMISSION



Jean J. Walsh
General Manager, Personnel

JJW/th



DOCUMENTS DEPT.

January 11, 1982

FEB 2 1982

SAN FRANCISCO
PUBLIC LIBRARY

TO: All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

FROM: John J. Walsh
General Manager, Personnel

SUBJECT: CIVIL SERVICE COMMISSION RULE CHANGE NUMBER 81/82-7;
DELETION OF CIVIL SERVICE COMMISSION RULE 21 - ANNUAL
VACATION - TEMPORARY EMPLOYEES.

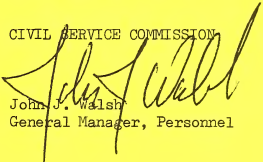
At its meeting of January 4, 1982, the Civil Service Commission deleted Civil Service Commission Rule 21 - Annual Vacation - Temporary Employees. This change is to be posted on your Amendment Control Sheet (page vi) as Civil Service Commission Rule Change Number 81/82-7.

The Commission deleted Rule 21 as it is no longer required due to amendment to the vacation provision of the San Francisco Administrative Code which became effective on January 2, 1982.

Please modify page ii of the Rules (Table of Contents) to reflect the deletion of Rule 21. In addition, please delete the references to vacation on page XIII (Index).

Question concerning the new Vacation Ordinance are to be directed to Tom Poulas of the Controller's Payroll and Personnel Project, at 621-2366.

CIVIL SERVICE COMMISSION


John J. Walsh

General Manager, Personnel

JJW:vl



DOCUMENTS DEPT.

January 11, 1982

FEB 2 1982

SAN FRANCISCO
PUBLIC LIBRARY

TO: All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

FROM: John J. Walsh
General Manager, Personnel

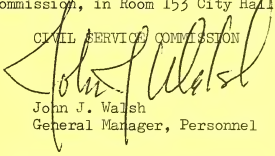
SUBJECT: CIVIL SERVICE COMMISSION RULE CHANGE NUMBER 81/82-6;
AMENDMENT TO CIVIL SERVICE COMMISSION RULE 32 - LAY-
OFF AND INVOLUNTARY LEAVE, SECTION 32.06 LAY-OFF -
TEMPORARY APPOINTEES, SECTION 32.07 LAY-OFF PROBATIONARY
APPOINTEES AND SECTION 32.08 LAY-OFF - PERMANENT APPOINTEES.

At its meeting of December 21, 1981, the Civil Service Commission adopted a proposed amendment to Civil Service Commission Rule 32 as detailed in the above subject. This change is to be posted on the Amendment Control Sheet (page vi) as Civil Service Commission Rule Change Number 81/82-6.

The effect of this change would be to permit an exception within an employment status to the order of lay-off by strict order or inverse seniority by permitting a more senior employee at his/her option to be laid off in lieu of a more junior employee. Appointing Officers would be permitted to canvass all employees in a class by status and lay-off a more senior employee if one volunteers. If all employees in a class and employment status waive lay-off, the most junior employee will be laid off.

Attached is reissued page 69b to substitute for the corresponding page in your copy of the Civil Service Commission Rules. Additional copies of this memorandum or of the reissued page are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 153 City Hall.

CIVIL SERVICE COMMISSION


John J. Walsh
General Manager, Personnel

JJW:vl



DOCUMENTS DEPT.

November 25, 1981

NOV 28 1981
SAN FRANCISCO
PUBLIC LIBRARYMEMORANDUM

To : All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

From : John J. Walsh
General Manager, Personnel

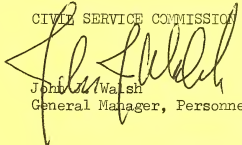
SUBJECT : CIVIL SERVICE COMMISSION RULE CHANGE NUMBER 81/82-5; AMENDMENTS TO
CIVIL SERVICE COMMISSION RULE 31 - OVERTIME.

At its meeting of November 16, 1981, the Civil Service Commission adopted proposed amendments to Rule 31 - Overtime. This change is to be posted on your Civil Service Commission Rules Amendment Control Sheet (page vi) as Civil Service Commission Rule Change Number 81/82-5.

Attached are reissued pages 67 and 68 to substitute for the corresponding pages in your copy of the Civil Service Commission Rules. Additional copies of this memorandum or of the reissued pages are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 153 City Hall.

Your attention is directed to Section 31.03.E. of the amended Rule which authorizes the use of compensatory time to supplement State Disability Insurance (SDI). For affected employees, eligibility for benefits under SDI commences February 1, 1982, and employees will have the option of supplementing SDI and Sick Leave With Pay Credits, vacation time (an ordinance change has been initiated), or compensatory time. Employees will also have the option of not supplementing. The Civil Service Commission on November 16, 1981, also adopted proposed amendments to the Sick Leave With Pay Rule in order to implement the SDI program. Proposed changes in the Sick Leave With Pay Rule have been forwarded to the Board of Supervisors for approval and you will be advised by a future Rule change memorandum when this modification is effective. Procedural changes required to implement the SDI program are being finalized and departments will be advised shortly.

CIVIL SERVICE COMMISSION


John J. Walsh
General Manager, Personnel

JJW/th
Attachments



November 23, 1981

DOCUMENTS DEPT.

MEMORANDUM

To : All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

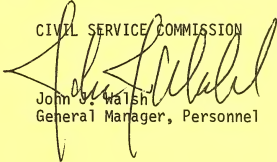
From : John J. Walsh
General Manager, Personnel

SUBJECT : CIVIL SERVICE COMMISSION RULE CHANGE NUMBER 81/82-4; AMENDMENT TO
CIVIL SERVICE COMMISSION RULE 22 - LEAVES OF ABSENCE, SECTION 22.01 -
GENERAL PROVISIONS.

At its meeting of November 16, 1981, the Civil Service Commission adopted a proposed amendment to Civil Service Commission Rule 22 - Leaves of Absence, Section 22.01 - General Provision, Subsection B. This change is to be posted on your Civil Service Commission Rules Amendment Control Sheet (page vi) as Civil Service Commission Rule Change Number 81/82-4.

Attached is reissued page 47 of the Rules to replace the existing page which was issued on October 6, 1980. Additional copies of this memorandum or of the reissued page is available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 151 City Hall.

CIVIL SERVICE COMMISSION



John J. Walsh
General Manager, Personnel

JJW/sf

Attachment



November 23, 1981

DOCUMENTS DEPT.

NOV 28 1981

SAN FRANCISCO
PUBLIC LIBRARYMEMORANDUM

To : All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

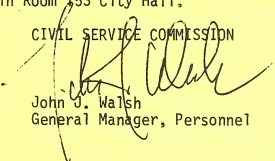
From : John J. Walsh
General Manager, Personnel

SUBJECT : CIVIL SERVICE COMMISSION RULE CHANGE NUMBER 81/82-3; AMENDMENTS TO
CIVIL SERVICE COMMISSION RULE 20 - TRANSFERS.

At its meeting of November 16, 1981, the Civil Service Commission adopted proposed amendments to Civil Service Commission Rule 20 - Transfers. This change is to be posted on your Civil Service Commission Rules Amendment Control Sheet (page vi) as Civil Service Commission Rule Change Number 81/82-3.

Attached are reissued pages 44, 45, 45a and 45b dated 11/23/81 which are to substitute for the corresponding pages in the Rules. Additional copies of this memorandum or of the reissued pages are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 153 City Hall.

CIVIL SERVICE COMMISSION



John J. Walsh
General Manager, Personnel

Attachments

JJW/sf



August 21, 1981

DOCUMENTS DIVISION

JUL 21 1981

TO: All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

FROM: John J. Walsh
General Manager, Personnel

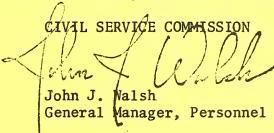
SUBJECT: CIVIL SERVICE COMMISSION RULE CHANGE NUMBER 81/82-1;
AMENDING RULE 32 - LAY-OFF AND INVOLUNTARY LEAVE, BY
ADDING SECTION 32.12 RELATING TO THE LAY-OFF OF LIMITED
TENURE APPOINTEES IN THE MAYOR'S OFFICE OF EMPLOYMENT
AND TRAINING (MOET).

At its meeting of August 17, 1981, the Civil Service Commission adopted a proposed amendment to Civil Service Commission Rule 32 - Lay-off and Involuntary Leave, by adding Section 32.12 relating to the lay-off of limited tenure appointees in the Mayor's Office of Employment and Training (MOET). This change is to be posted on your Amendment Control Sheet (page vi) as Civil Service Commission Rule Change Number 81/82-1.

Attached is a copy of new Section 32.12 which is to be added to your copy of the Rules immediately following page 69g. This amendment will automatically expire on June 30, 1982.

Additional copies of this new Rule Section are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 153 City Hall.

CIVIL SERVICE COMMISSION



John J. Walsh
General Manager, Personnel

JJW/lmp



August 21, 1981

TO: All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

FROM: John J. Walsh
General Manager, Personnel

SUBJECT: CIVIL SERVICE COMMISSION RULE CHANGE NUMBER 81/82-2: AMENDMENT TO APPENDIX B OF THE CIVIL SERVICE COMMISSION RULES TO REQUIRE A ONE-YEAR PROBATIONARY PERIOD FOR CERTAIN CLASSIFICATIONS.

On August 17, 1981, the Civil Service Commission amended Appendix B of its Rules to require a probationary period of one-year for certain classes. A copy of revised Appendix B incorporating the additional classifications is attached to substitute for Appendix B issued May 8, 1981. This Rule change is to be posted on the Amendment Control Sheet (page vi) as Civil Service Commission Rule Change Number 81/82-2.

The requirement of a one-year probationary period for those classes designated in Appendix B will affect all new permanent appointments commencing on or after August 17, 1981. A new permanent appointment includes not only an appointment as a result of certification from an eligible list which existed on August 17, 1981 or will be adopted after that date but also includes all appointments by transfer, reinstatement, or reappointment made on or after August 17, 1981. However, employees who were appointed while a six-month probationary period was required who are laid off and subsequently returned to duty from a permanent Hold-over Roster to a position in the class from which laid off or who are reinstated to a former class will be covered by the six-month requirement in the event a probationary period is required. You are reminded that Civil Service Commission Rule 16 permits the reduction of the probationary period for periods of prior permanent appointment in the same class under the conditions specified in Section 16.03 B.

To assist in the adaptation to appointments with probationary periods of different lengths, the Civil Service Commission Certification Unit will be noting on permanent certification and appointment documents that a one-year probationary period is required. In the absence of such a notation the probationary period is six-months. However, it is strongly recommended that Appendix B be consulted each time an appointment is made in order to insure that the appropriate probationary period is served.

This Rule change is the third in a series of amendments to Appendix B it is anticipated the Civil Service Commission will be making during 1981.

Additional copies of revised Appendix B are available from Al Walker, Assistant Secretary, Civil Service Commission, Room 153 City Hall.

CIVIL SERVICE COMMISSION

John J. Walsh
General Manager, Personnel

City and County of San Francisco

Civil Service Commission



CF
C65
#23
80/81-8

May 8, 1981

DOCUMENTS DEPT.

MAY 12 1981

TO: All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

FROM: John J. Walsh
General Manager, Personnel

SUBJECT: CIVIL SERVICE COMMISSION RULE CHANGE NUMBER 80/81-8: AMENDMENT TO APPENDIX B OF THE CIVIL SERVICE COMMISSION RULES TO REQUIRE A ONE-YEAR PROBATIONARY PERIOD FOR CERTAIN CLASSIFICATIONS.

On April 20, 1981, the Civil Service Commission amended Appendix B of its Rules to require a probationary period of one-year for certain classes. A copy of revised Appendix B incorporating the additional classifications is attached to substitute for Appendix B issued December 24, 1980. This Rule change is to be posted on the Amendment Control Sheet (page vi) as Civil Service Commission Rule Change Number 80/81-8.

The requirement of a one-year probationary period for those classes designated in Appendix B will affect all new permanent appointments commencing on or after April 20, 1981. A new permanent appointment includes not only an appointment as a result of certification from an eligible list which existed on April 20, 1981 or will be adopted after that date but also includes all appointments by transfer, reinstatement, or reappointment made on or after April 20. However, employees who were appointed while a six-month probationary period was required who are laid off and subsequently returned to duty from a permanent Holdover Roster to a position in the class from which laid off or who are reinstated to a former class will be covered by the six-month requirement in the event a probationary period is required. You are reminded that Civil Service Commission Rule 16 permits the reduction of the probationary period for periods of prior permanent appointment in the same class under the conditions specified in Section 16.03 B.

To assist in the adaptation to appointments with probationary periods of different lengths, the Civil Service Commission Certification Unit will be noting on permanent certification and appointment documents that a one-year probationary period is required. In the absence of such a notation the probationary period is six-months. However, it is strongly recommended that Appendix B be consulted each time an appointment is made in order to insure that the appropriate probationary period is served.

This Rule change is the second in a series of amendments to Appendix B it is anticipated the Civil Service Commission will be making during 1981.

Additional copies of revised Appendix B are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 153 City Hall.

CIVIL SERVICE COMMISSION

JJW/lmp

John J. Walsh
General Manager, Personnel

SF
C65
#23

80/81-7

DOCUMENTS DIV.

March 19, 1981

1981

CIVIL SERVICE COMMISSION
PUBLIC INFORMATIONM E M O R A N D U M

To : All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

From : John J. Walsh
General Manager, Personnel

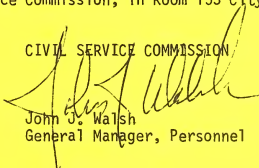
SUBJECT : CIVIL SERVICE COMMISSION RULE CHANGE NUMBER 80/81-7; AMENDMENT TO CIVIL SERVICE COMMISSION RULE 32 - LAY-OFF AND INVOLUNTARY LEAVE, SECTION 32.02-SENIORITY DEFINED; ADDING SUBSECTION g.

At its meeting of March 16, 1981, the Civil Service Commission amended Civil Service Commission Rule 32 - Lay-off and Involuntary Leave and added Subsection g to Section 32.02 Seniority - Defined. This change is to be posted on your Amendment Control Sheet (page vi) as Civil Service Commission Rule Change Number 80/81-7.

Attached is a copy of revised Page 69a (issued 3/16/81) to replace the corresponding page in your Rules (issued 6/4/79).

Additional copies of this page are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 153 City Hall.

CIVIL SERVICE COMMISSION


John J. Walsh
General Manager, Personnel

JJW/sf

Attachment



December 30, 1980

TO: All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

FROM: John J. Walsh
General Manager, Personnel

SUBJECT: CIVIL SERVICE COMMISSION RULE CHANGE NUMBER 80/81-6; AMENDMENT TO
APPENDIX B OF THE CIVIL SERVICE COMMISSION RULES TO REQUIRE
A ONE-YEAR PROBATIONARY PERIOD FOR CERTAIN CLASSIFICATIONS.

On December 15, 1980, the Civil Service Commission amended Appendix B of its Rules to require a probationary period of one-year for certain classes in the Superior Court, the payroll and personnel series, and the accounting and fiscal series. A copy of revised Appendix B incorporating the additional classifications is attached to substitute for Appendix B issued August 4, 1980. This Rule change is to be posted on the Amendment Control Sheet (page vi) as Civil Service Commission Change Number 80/81-6.

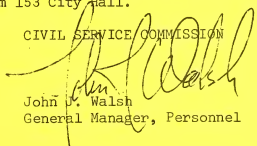
The requirement of a one-year probationary period for those classes designated in Appendix B will affect all new permanent appointments commencing on or after December 16, 1980. A new permanent appointment includes not only an appointment as a result of certification from an eligible list which existed on December 16, 1980 or will be adopted after that date but also includes all appointments by transfer, reinstatement, or reappointment made on or after December 16. However, employees who were appointed while a six-month probationary period was required who are laid off and subsequently returned to duty from a permanent Holdover Roster to a position in the class from which laid off or who are reinstated to a former class will be covered by the six-month requirement in the event a probationary period is required. You are reminded that Civil Service Commission Rule 16 permits the reduction of the probationary period for periods of prior permanent appointment in the same class under the conditions specified in Section 16.03 B.

To assist in the adaptation to appointments with probationary periods of different lengths, the Civil Service Commission Certification Unit will be noting on permanent certification and appointment documents that a one-year probationary period is required. In the absence of such a notation the probationary period is six-months. However, it is strongly recommended that Appendix B be consulted each time an appointment is made in order to insure that the appropriate probationary period is served.

This Rule change is the first in a series of amendments to Appendix B it is anticipated the Civil Service Commission will be making during 1981.

Additional copies of Appendix B are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 153 City Hall.

CIVIL SERVICE COMMISSION



John J. Walsh
General Manager, Personnel

JJW/lmp



November 13, 1980

DOCUMENTS DEPT

DEC 1 1980

SAN FRANCISCO
PUBLIC LIBRARYMEMORANDUM

To : Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

From : John J. Walsh
General Manager, Personnel

SUBJECT : CIVIL SERVICE COMMISSION RULE CHANGE NUMBER 80/81-5
AMENDMENT TO CIVIL SERVICE COMMISSION RULE 1 - AUTHORITY
AND PURPOSE, SECTION 1.03 - AFFIRMATIVE ACTION PLAN AND
POLICY FOR EQUAL OPPORTUNITIES, SUBSECTION F - DISCRIMINATION

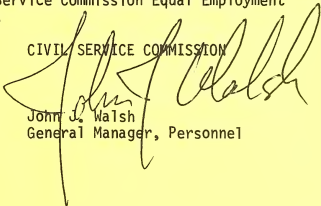
At its meeting of November 6, 1980, the Civil Service Commission adopted an amendment to Civil Service Commission Rule 1, Section 1.03, Subsection F relating to the filing, processing, and resolution of complaints of alleged discrimination. This change is to be posted on your Amendment Control Sheet as Civil Service Commission Rule Change Number 80/81-5.

For your convenience all pages of Rule 1 have been reissued. Attached are reissued pages 1, 1a, 1b, 1c and 1d to replace the corresponding pages in your copy of the Rules. Also attached is new page 1e to be added to your Rules.

Additional copies of these pages are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 153 City Hall.

Questions concerning the procedure dictated by the Rule change are to be directed to the Civil Service Commission Equal Employment Opportunity Unit at Centrex 4497.

CIVIL SERVICE COMMISSION



John J. Walsh
General Manager, Personnel

JJW/sf

Attachments



October 14, 1980

TO: All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

FROM: John J. Walsh
General Manager, Personnel

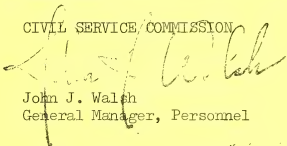
SUBJECT: Civil Service Commission Rule Change Number 80/81-4; Amendment
to Civil Service Commission Rule 22 - Leaves of Absence, Section
22.01 - Leaves of Absence - General Requirements.

At its meeting of October 6, 1980, the Civil Service Commission adopted a proposed amendment to Civil Service Commission Rule 22, Section 22.01, Sub-section B adding doctors of podiatric medicine and California licensed clinical psychologists to those authorized to certify requests for sick leave in excess of five continuous working days. This amendment is to be posted on the Amendment Control Sheet (page vi) as Civil Service Commission Rule Change Number 80/81-4.

Attached is reissued page 47 incorporating the amendment which is to be substituted for the corresponding page of your Rules. Additional copies of this page may be obtained from Al Walker, Assistant Secretary, Civil Service Commission in Room 153 City Hall.

On October 6, 1980, the Civil Service Commission also adopted a proposed amendment to Civil Service Commission Rule 4 changing its meeting time. This Rule change will be issued in the near future together with another change to Rule 4 currently pending before the Commission.

CIVIL SERVICE COMMISSION



John J. Walsh
General Manager, Personnel

JJW:jm



September 11, 1980

DOCUMENTS DEPT.

SEP 19 1980

SAN FRANCISCO
PUBLIC LIBRARYMEMORANDUM

To : All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

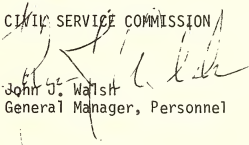
From : John J. Walsh
General Manager, Personnel

SUBJECT : CIVIL SERVICE COMMISSION RULE CHANGE NUMBER 80/81-3; AMENDMENT
TO CIVIL SERVICE COMMISSION RULE 1, SECTION 1.03

At its meeting of September 8, 1980, the Civil Service Commission amended Rule 1 - Authority and Purpose; Section 1.03 - Affirmative Action Plan and Policy for Equal Opportunities; Subsection A - Policy. This amendment is to be posted on the Amendment Control Sheet (page vi) as Civil Service Commission Rule Change Number 80/81-3.

Attached is a copy of reissued Page 1 reflecting the above amendment to substitute for existing Page 1 which was last issued in March, 1977. Additional copies of this page are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 153 City Hall.

CIVIL SERVICE COMMISSION


John J. Walsh
General Manager, Personnel

JJW/sf

Attachment



TO: All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

FROM: John J. Walsh
General Manager, Personnel

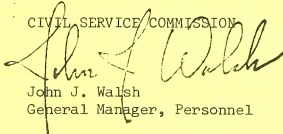
SUBJECT: Civil Service Commission Rule Change Number 80/81-2
Amendments to Civil Service Commission Rule 16 -
Probationary Period.

At its meeting of August 4, 1980, the Civil Service Commission adopted proposed amendments to Civil Service Commission Rule 16 - Probationary Period. This change is to be posted on your Amendment Control Sheet (page vi) as Civil Service Commission Rule Change Number 80/81-2.

Attached is reissued page 33 dated August 4, 1980 to substitute for the corresponding page of the Rules and new page 33a to be added to the Rules. Also attached is a new page "B" (pink) containing Appendix B which is to be added to the rear of the Rules following Appendix A. Additional copies of all these pages may be obtained from Al Walker, Assistant Secretary, Civil Service Commission, in Room 153 City Hall.

Please note that these amended Rules will affect probationary periods beginning on or after September 1, 1980. Probationary periods which commence before that date will be covered by current Rule 16. A procedural memorandum to implement amended Rule 16 will be issued shortly.

CIVIL SERVICE COMMISSION


John J. Walsh
General Manager, Personnel



August 11, 1980

TO: All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

FROM: John J. Walsh
General Manager, Personnel

SUBJECT: Civil Service Commission Rule Change Number 80/81;
Amendments to Civil Service Commission Rule 9 -
Examinations; Rule 10 - Eligible Lists; Rule 13 -
Reinstatement and Reappointment; and New Rule 15 -
Medical Examinations.

At its meeting of August 4, 1980, the Civil Service Commission adopted various amendments to Civil Service Commission Rule 9 - Examinations; Rule 10 - Eligible Lists; Rule 13 - Reinstatement and Reappointment and added a new Rule 15 - Medical Examinations. The Commission also adopted proposed amendments to Civil Service Commission Rule 16 - Probationary Period; however, these changes will be in effect on September 1, 1980 and will affect probationary periods commencing on or after that date. All other changes are now in effect. Please post these changes on the Amendment Control Sheet (page vi) of the Civil Service Commission Rules as Civil Service Commission Rule Change Number 80/81-1. The changes in Rule 16 will be forwarded shortly as Rule Change Number 80/81-2.

Please make the following adjustments in the Rules:

Rule 9 - Examinations

Remove pages 24 and 25 dated January 24, 1980 and substitute the attached pages 24 and 25 dated August 4, 1980.

Rule 10 - Eligible Lists

Remove pages 26 and 27 dated October 2, 1979 and substitute the attached pages 26 and 27 dated August 4, 1980.

Rule 13 - Reinstatement and Reappointment

Remove pages 32a and 32b which were issued as a result of a January 3, 1977 amendment and substitute the attached pages 32a and 32b issued August 4, 1980.

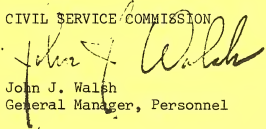
Rule 15 - Medical Examinations

Add the attached new pages 32d and 32e issued August 4, 1980 and enter the title of this new Rule in the Table of Contents (page i).

As you were advised by memorandum dated October 11, 1979 when Rule Change 79/80-1 was distributed, in the interests of economy the Subject Index to the Rules will be updated annually to reflect amendments made during a fiscal year. Therefore, there are no reissued pages to the Subject Index at this time. However, the Subject Index has recently been revised to reflect Rule amendments made during Fiscal Year 1979-80 and these pages (I-XI) are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 153 City Hall.

Additional copies of all the reissued and new pages attached to this memorandum as well as all other pages to the Civil Service Commission Rules are also available from Al Walker.

CIVIL SERVICE COMMISSION



John J. Walsh
General Manager, Personnel



July 7, 1980

DOCUMENTS DEPT.

JUL 5 0 1980

SAN FRANCISCO
PUBLIC LIBRARY

TO: All Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

FROM: John J. Walsh
General Manager, Personnel

SUBJECT: UPDATED SUBJECT INDEX TO THE CIVIL SERVICE COMMISSION RULES.

Attached is a copy of a revised and updated Subject Index to the Civil Service Commission Rules dated July 1, 1980 which is to replace the previous edition and is to be inserted in the rear of your copy of the Rules.

CIVIL SERVICE COMMISSION

John J. Walsh
General Manager, Personnel

Attachment



DOCUMENTS DEPT.

April 23, 1980

MAY 18 1980

SAN FRANCISCO
PUBLIC LIBRARY

TO: All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

FROM: John J. Walsh
General Manager, Personnel

SUBJECT: Civil Service Commission Rule Change Number 79/80-7; New Civil Service Commission Rule 22 - Leaves of Absence; Amending and Consolidating Civil Service Commission Rule 22 - Leaves of Absence Without Pay; Rule 23 - Sick Leave With Pay; and Rule 24 - Military Leave.

At its meeting of April 21, 1980, the Civil Service Commission adopted a proposed new Civil Service Commission Rule 22 - Leaves of Absence, which consolidates and amends all Leave of Absence provisions of current Civil Service Commission Rules 22, 23, and 24. This change is to be posted on the Amendment Control Sheet (page vi) of the Civil Service Commission Rules as Civil Service Commission Rule Change Number 79/80-7.

Charter Section 8.363 requires that all provisions of Civil Service Commission Rules which deal with Sick Leave With Pay must be ratified by the Board of Supervisors. The Commission consequently severed Sections 22.02 A, B and E from the proposed consolidated Rule and ordered that they be forwarded as required for Board approval. Until implementing legislation is enacted, Sections 22.02 A, B and E are not in effect and Sick Leave With Pay is to be administered in accordance with current Civil Service Commission Rule 23 - Sick Leave With Pay. Departments will be notified when Sections 22.02 A, B and E are to be implemented and Civil Service Commission Rule 23 deleted.

✓ Please remove current Civil Service Commission Rules 22 and 24 from your copy of the Rules and substitute the attached copy of newly enacted Rule 22. This new Rule becomes effective at 8:00 A.M. on May 1, 1980 and current Rule 23 and 24 are to be deleted simultaneously. Also included are new pages 59b and 59c containing Civil Service Commission Rule 25 - Absence From Duty Without Leave. Please add these pages to your copy of the Rules. Current Rule 23 on old pages 50 through 56 is to be retained until further notice.

The Civil Service Commission ordered that all Leaves currently in effect will be covered by new Rule 22 on the effective dates. Consequently, any Leave in effect on May 1, 1980 which is governed by either current Rules 22 or 24 should be reviewed in the event modification is required either now or at some future date.

April 23, 1980

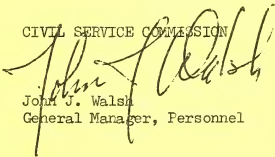
Your attention is called particularly to Sick Leaves Without Pay (Section 22.02 C) and Personal Leave (Section 22.13).

Also effective on May 1, 1980 will be a new procedure for appealing denials of Leave of Absence requests. Such appeals, if specifically allowed by the Rule, are to be processed according to the procedures outlined in Section 22.14 of new Rule 22. Such appeals will no longer be considered by the Civil Service Commission and must be appealed either to the General Manager, Personnel or grieved under Civil Service Commission Rule 34 - Employee Relations: Grievance Procedure. Denials of Leaves which were appealable under current Rules remain appealable; and, except for leave to serve as an employee organization representative or officer, those which were not appealable, remain so. Military Leave, Maternity Leave and Witnesses or Jury Duty Leave must be granted under the Rule.

The new Rule (Section 22.01 F) also allows appointing officers to extend the probationary period for many employees who take certain types of leaves during the probationary period subject to the stipulations of new Rule 22 and the Probationary Period Rule (Rule 16). Rule 16 is currently under review for revision and pending adoption of parameters for extension of the probationary period in the revised Rule, the probationary period may be extended only for Disability Leave and for school-term employees of the School Districts as is permissible now under current Rule 16. In addition, your attention is directed to two new provisions: Section 22.08 - Childcare Leave and Section 22.09 - Witness or Jury Duty Leave.

Questions concerning and/or additional copies of new Rule 22 are to be directed to Al Walker, Assistant Secretary, Civil Service Commission, Room 153 City Hall (Centrex 2327). Until further notice, copies of the Request for Leave form are to be submitted in accordance with the Commission's 1971 policy as stipulated in the "Distribution" section in the upper right hand corner of the Leave form.

CIVIL SERVICE COMMISSION



John J. Walsh
General Manager, Personnel

JJW:dle

Disk
City and County of San Francisco

Civil Service Commission



DOCUMENTS DEPT.

= Rules in
February 8, 1980

FEB 26 1980

SAN FRANCISCO
PUBLIC LIBRARY

TO: All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

FROM: John J. Walsh
General Manager, Personnel

SUBJECT: Civil Service Commission Rule Change Number 79/80-6;
Amendment of Civil Service Commission Rule 40 - Standing
and Special Committees.

At its meeting of February 4, 1980, the Civil Service Commission amended Rule 40 - Standing and Special Committees (formerly entitled "Standing Committee on Charter and Rules Revision"). This change is to be posted on your Amendment Control Sheet (page vi) as Civil Service Commission Rule Change 79/80-6.

Attached is reissued page 97 to substitute for the corresponding page of the Civil Service Commission Rules. Please correct the Table of Contents of the Rules (page ii) to reflect the change in title of Rule 40.

Additional copies of Rule 40 may be obtained from Al Walker, Assistant Secretary, Civil Service Commission, in Room 153 City Hall.

CIVIL SERVICE COMMISSION

John J. Walsh
John J. Walsh
General Manager, Personnel

JJW:dle



February 8, 1980

TO: All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

FROM: John J. Walsh
General Manager, Personnel

SUBJECT: Civil Service Commission Rule Change 79/80-5; Amendment
to Civil Service Commission Rule 11, Section 11.02 -
Certification of Eligibles; Implementing Proposition C -
November, 1979 Election.

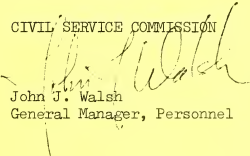
At its meeting of February 4, 1980, the Civil Service Commission amended Rule 11, Section 11.02 - Certification of Eligibles, by adding new subsection C - Selective Certification of Certified Temporary Employees. This change was required as a result of the passage of Proposition C at the November, 1979 Election which amended Charter Section 8.329 - Certification of Eligibles: Rule of Three.

Attached are reissued pages 28, 29, 30 and 31 to substitute for the corresponding pages in your copy of the Rules. Also attached is new page 31a which is to be added to the Rules. The changes in Rule 11 made by the Commission are incorporated on these pages. This change is to be posted on your Amendment Control Sheet as (page vi) Civil Service Commission Rule Change Number 79/80-5.

Additional copies of these pages are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 153 City Hall.

Procedures to implement the selective certification of certified temporary employees have been developed and will be announced shortly by separate memorandum.

CIVIL SERVICE COMMISSION



John J. Walsh
General Manager, Personnel

JJW:dle



January 25, 1980

Rules

TO: All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

FROM: John J. Walsh
General Manager, Personnel

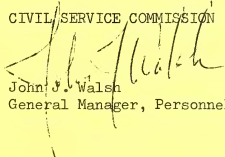
SUBJECT: Civil Service Commission Rule Change Number 79/80-4,
Amendments to Civil Service Commission Rule 9, Section
9.06 - Promotional Applicants

At its meeting of January 21, 1980, the Civil Service Commission amended Civil Service Commission Rule 9, Section 9.06 - Promotional Applicants. This amendment is to be posted on your Amendment Control Sheet (page vi) as Civil Service Commission Rule Change Number 79/80-4. This Rule change was a result of the passage of Proposition C at the November, 1978 Election which amended Charter Section 8.326 - Promotions in General.

Attached are reissued pages 18 through 25 to replace the corresponding pages in the 1972 edition of the Civil Service Commission Rules.

Additional copies of these pages are available from Al Walker, Assistant Secretary, Civil Service Commission in Room 153 City Hall.

CIVIL SERVICE COMMISSION



John J. Walsh
General Manager, Personnel

City and County of San Francisco

Civil Service Commission



October 29, 1979

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265
#23
79/80-3
12

TO: All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

FROM: John J. Walsh
General Manager, Personnel

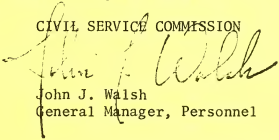
SUBJECT: Civil Service Commission Rule Change Amendment 79/80-3
Amendments to Civil Service Commission Rule 19 - Limited
Tenure Appointment.

At its meeting of October 15, 1979 the Civil Service Commission adopted a series of recommended amendments to Civil Service Commission Rule 19 - Limited Tenure Appointment. This change is to be posted on your Amendment Control Sheet (page vi) as Civil Service Commission Rule Change Number 79/80-3.

Attached are reissued pages 39, 40, 41, 42, and 43 to replace the corresponding pages in the 1972 edition of the Civil Service Commission Rules. Additional copies of these pages are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 153 City Hall.

Departments will be notified shortly by separate memorandum of new procedures to be established for making Limited Tenure Appointments as a result of these changes in Rule 19.

CIVIL SERVICE COMMISSION


John J. Walsh
General Manager, Personnel

C65 79/80 2
#23 22
City and County of San Francisco

Civil Service Commission



October 23, 1979

TO: All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

FROM: John J. Walsh
General Manager, Personnel

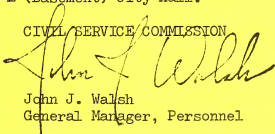
SUBJECT: Civil Service Commission Rule Change 79/80-2 Amendment
to Civil Service Commission Rule 20 - Transfer; Adding
Section 20.06 - Limited Term Transfer.

At its meeting of October 15, 1979 the Civil Service Commission amended Civil Service Commission Rule 20 - Transfer, adding Section 20.06 - Limited Term Transfer. This amendment is to be posted on your Amendment Control Sheet (page vi) as Civil Service Commission Rule Change Number 79/80-2.

Attached are new pages 45a and 45b to be added to your copy of the Civil Service Commission Rules. Additional copies of these pages may be obtained from Al Walker, Assistant Secretary, Civil Service Commission, in Room 153 City Hall.

Also attached for your review is a copy of a new form EMPLOYEE REQUEST FORM which is to be used by employees requesting permanent transfer, limited term transfer, reinstatement to a former position, or reappointment following resignation. The EMPLOYEE REQUEST FORM replaces the orange form "Request for: transfer - reinstatement to former position - reappointment following resignation" (CSC Form 4/77-6) and is to be used for all pertinent transactions effective immediately. Please discard copies of CSC Form 4/77-6 which are in your possession. A small supply of the EMPLOYEE REQUEST FORM may be picked up at Room 52-E (Basement) City Hall.

CIVIL SERVICE COMMISSION


John J. Walsh
General Manager, Personnel



October 11, 1979

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Palmer

TO: All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

FROM: John J. Walsh
General Manager, Personnel

SUBJECT: Civil Service Commission Rule Change 79/80-1
Amendments to Civil Service Commission Rule 3 - Administration;
Rule 9 - Examinations; and Rule 10 - Eligible Lists.

At its meeting of October 2, 1979, the Civil Service Commission adopted amendments to Civil Service Commission Rule 3 Administration, amending Section 3.04(i) 1 and adding subsections 8 and 9 to Section 3.04(i); Rule 9 - Examinations, amending Section 9.16; and Rule 10 - Eligible Lists, amending Sections 10.02 and 10.05. These changes are to be posted on your Amendment Control Sheet (page vi) as Civil Service Commission Rule Change Number 79/80-1.

Attached are reissued pages 4,5,6,7,8,9,10,21,22,26, and 27 to replace the corresponding pages in the 1972 edition of the Civil Service Commission Rules. Also attached are new pages 10a and 10b to be added to your copy of the Civil Service Commission Rules.

In the interests of economy it has been decided to update the Subject Index to the Rules to reflect amendments on an annual basis. Therefore, there are no reissued pages to the Subject Index at this time.

Additional copies of all the reissued and new pages are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 153 City Hall.

CIVIL SERVICE COMMISSION

John J. Walsh

John J. Walsh
General Manager, Personnel



June 11, 1979

MEMORANDUM

To : All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

From : John J. Walsh
General Manager, Personnel

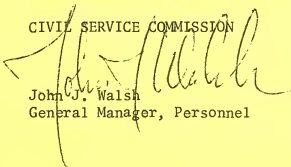
SUBJECT : CIVIL SERVICE COMMISSION RULE CHANGE 78/79-5; AMENDMENTS TO CIVIL SERVICE COMMISSION RULE 32 - LAY-OFF AND INVOLUNTARY LEAVE.

At its meeting of June 4, 1979, the Civil Service Commission adopted several amendments to Civil Service Commission Rule 32 - Lay-off and Involuntary Leave affecting the following sections: 32.02; 32.06a, 32.08b (added); 32.09a(3) and (4); 32.10a(6); 32.10c(6) (added); and 32.11d. These changes are to be posted on your Amendment Control Sheet (page vi) as Civil Service Commission Rule Change Number 78/79-5.

Attached are reissued pages 69, 69a, 69b, 69c, 69d, 69e, 69f and 69g to replace the corresponding pages in the 1972 edition of the Civil Service Commission Rules. Also attached is a copy of reissued page VI of the Subject Index to the Rules which reflects the amendments to Rule 32.

Additional copies of all the reissued pages are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 153 City Hall.

CIVIL SERVICE COMMISSION



John J. Walsh
General Manager, Personnel

JJW/sf

City and County of San Francisco

Civil Service Commission



April 3, 1979

Joseph C. Tarantino
President

Darrell J. Salomon
Vice-President

Frank N. Alioto
Roland C. Lowe, M.D.
Genevieve Powell
Commissioners

MEMORANDUM

To : Appointing Officers
Departmental Personnel Officers
Timekeepers, Payroll and Personnel Clerks

From : John J. Walsh
General Manager, Personnel

SUBJECT : CIVIL SERVICE COMMISSION RULE CHANGE NUMBER 78/79-4;
AMENDMENT TO CIVIL SERVICE COMMISSION RULE 19 - LIMITED
TENURE APPOINTMENT, ADDING SECTION 19.18 - EXPIRATION
AND EXTENSION OF LIMITED TENURE APPOINTMENTS

At its meeting of April 2, 1979, the Civil Service Commission amended Rule 19 - Limited Tenure Appointment, by adding Section 19.18 - Expiration and Extension of Limited Tenure Appointment. This change is to be recorded on your Amendment Control Sheet (page vi) as Rule Change Number 78/79-4.

Attached are reissued pages 43 through 47 which are to substitute for corresponding pages in your copy of the Civil Service Commission Rules. Also attached are reissued pages III, IV, and XII of the Subject Index to the Rules to replace existing pages.

Additional copies of all these pages are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 153 City Hall.

Procedures are being established to implement this new provision and will be issued in late April or early May along with other instructions for the fiscal year changeover. It is strongly recommended that all current limited tenure appointments be reviewed and information concerning each appointee be compiled in preparation for requesting the extension of such appointments into the new fiscal year. It is anticipated that the deadline for requesting all extensions will be cob May 11, 1979, and that administrative review of limited tenure appointments under 12 months will be completed by May 31. Civil Service Commission review of limited tenure appointments in excess of 12 months will most likely occur at the meeting of June 4, 1979. This timeframe is tentative at this time and a definite schedule will be established shortly.

Other proposed changes to Rule 19 continue to be posted and are currently before the Civil Service Commission Standing Committee on Charter and Rules Revision.

CIVIL SERVICE COMMISSION

John J. Walsh
General Manager, Personnel

Attachments



SF
C65
#23

Insert

January 15, 1979

MEMORANDUM

Rules

TO: All Appointing Officers
Departmental Personnel Officers
Employees and Employee Representatives

FROM: John J. Walsh
General Manager, Personnel

SUBJECT: CIVIL SERVICE COMMISSION RULE CHANGE NUMBER 78/79-3; AMENDMENTS TO RULE 6, SECTION 6.06 - PROCEDURE FOR DISMISSAL OF REGULAR PERMANENT EMPLOYEE EXCEPT MEMBERS OF THE UNIFORMED RANKS OF THE POLICE AND FIRE DEPARTMENTS.


At its meeting of January 8, 1979 the Civil Service Commission adopted amendments to Civil Service Commission Rule 6, Section 6.06 - Procedure for Dismissal of Regular Permanent Employee Except Members of the Uniformed Ranks of the Police and Fire Departments. These amendments are to be posted on your Amendment Control Sheet (page vi) as Rule Change Number 78/79-3.

Attached are the following:

1. Reissued pages 13 and 13a of the Civil Service Commission Rules to replace corresponding pages in the Rules.
2. New pages 13b and 13c to be added to your copy of the Rules.
3. Reissued pages I and XI of the Subject Index to the Rules to replace these pages of the Subject Index.

Additional copies of all the above pages are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 153 City Hall.

CIVIL SERVICE COMMISSION


John J. Walsh
General Manager, Personnel

JJW:br

Attachments



December 19, 1978

MEMORANDUM

TO : All Appointing Officers
Departmental Personnel Officers
Personnel Analysts
Employees and Employee Organization Representatives

FROM : John J. Walsh
General Manager, Personnel

SUBJECT : CIVIL SERVICE COMMISSION RULE CHANGE NUMBER 78/79-2; DELETION OF RULE 37-
BLANKETING IN OF CHILD CARE CENTER EMPLOYEES AND RULE 38 - EMERGENCY
EMPLOYMENT ACT.

At its meeting of December 18, 1978, the Civil Service Commission deleted Civil Service Commission Rule 37 - Blanketing in of Child Care Center Employees and Rule 38 - Emergency Employment Act.


Attached are the following:

1. Reissued page ii of the Table of Contents.
2. Reissued pages II and III of the Subject Index.
3. Reissued page 79 of the Civil Service Commission Rules.

All of the above are to be inserted into your copy of the Civil Service Commission Rules and prior pages discarded. In addition, pages 80 and 81 are to be removed from your copy of the Civil Service Commission Rules and discarded.

This change is to be posted on your Amendment Control Sheet as Rule change number 78/79-2. Additional copies of all the above pages are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 153 City Hall.

CIVIL SERVICE COMMISSION



John J. Walsh
General Manager, Personnel

JJW:br

Attachments



*Rules*

October 18, 1978

NOV 17 1978

MEMORANDUMDOCUMENTS DEPT.
S.F. PUBLIC LIBRARY

To : All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

From : John J. Walsh
General Manager, Personnel

SUBJECT : CIVIL SERVICE COMMISSION RULE CHANGE 78/79-1 - AMENDMENTS TO
RULE 33 - RESIGNATION; REVISED RESIGNATION FORM

At its meeting of October 16, 1978, the Civil Service Commission adopted amendments to Civil Service Commission Rule 33 - Resignation. These amendments are to be posted on your Amendment Control Sheet (page vi) as Rule Change Number 78/79-1.

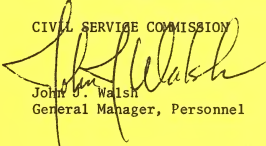
Attached is reissued page 69h of the Civil Service Commission Rules to substitute for the corresponding page in the 1972 edition of the Rules. Also attached is new page 69i which is to be added to your copy of the Rules. The changes in Rule 33 made by the Commission are incorporated on these two pages.

In addition, attached is a reissue of page X of the Index to the Rules reflecting these modifications to Rule 33. This page is to substitute for page X of the Rule Index issued 6/30/78. There is no change required in the Table of Contents.

Additional copies of all of the above pages are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 154A City Hall.

The Resignation form has been updated to conform with these Rule changes. A copy of the revised form is attached. This form requires the completion of the Position Control Number (ASO Section Number and Class Number for all transactions; the Position Number where applicable). Effective immediately, resignations are to be submitted on this revised form with the Position Control Number completed. Resignations submitted on the previous form or submitted without the position control information completed will not be processed, but will be returned to the issuing department. A supply of the revised Resignation forms may be obtained from the information window in Room 151 City Hall.

CIVIL SERVICE COMMISSION


John J. Walsh
General Manager, Personnel

JJW/sf

Attachments



July 3, 1978

JUL 11 1978

DOCUMENTS DEPT.
S.F. PUBLIC LIBRARYMEMORANDUM

To : All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

From : John J. Walsh
General Manager, Personnel

SUBJECT : REISSUE OF THE SUBJECT INDEX AND PAGE ii OF THE TABLE OF CONTENTS
OF THE CIVIL SERVICE COMMISSION RULES.

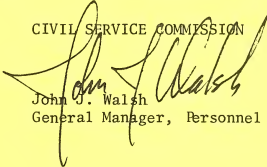
Attached is a reissued Subject Index of the Civil Service Commission Rules. Pages I through IX are to replace corresponding pages of the Subject Index issued on either October 25, 1977 or February 24, 1978. Pages X through XIII are new and are to be added to your set of the Rules.

Also attached is reissued page ii of the Table of Contents to replace page ii issued on February 24, 1978.

Both the reissued Subject Index and the reissue of page ii reflect recent changes in the Rules of which you have been notified by prior memoranda.

Additional copies of all these reissued pages are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 154A City Hall.

CIVIL SERVICE COMMISSION


John J. Walsh
General Manager, Personnel

JJW/sf

Attachments



June 30, 1978

JUL 11 1978

DOCUMENTS DEPT.
S.F. PUBLIC LIBRARY

TO: All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

FROM: John J. Walsh,
General Manager, Personnel

SUBJECT: Updated Index of the Amendments to the July, 1972
Edition of the Civil Service Commission Rules.

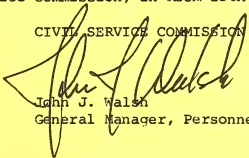
Attached is a copy of an updated summary in order of Civil Service Commission Rule number reflecting all revision; to the Civil Service Commission Rules from the original adoption date of July 1, 1972 through June 30, 1978. These pages numbered iii, iv, and v are to replace corresponding Rule pages issued 8/1/77.

Also attached is an Amendment Control Sheet for Fiscal Year 1978-79 replacing page vi issued August 1, 1977. Rule changes issued during FY 1978-79 are to be posted on this sheet.

Commencing this year the "Rule Change Number" will reflect both halves of the calendar years in a fiscal year, e.g., the first modification in the Civil Service Commission Rules to be issued during FY 78-79 will be "Rule Change Number 78/79-1".

Additional copies of these pages can be obtained from Al Walker, Assistant Secretary, Civil Service Commission, in Room 154A City Hall.

CIVIL SERVICE COMMISSION



John J. Walsh
General Manager, Personnel

JJW/vl





June 19, 1978

Rules

TO: All Appointing Officers
Departmental Personnel Officers
Employee and Employees Organization Representatives

FROM: John J. Walsh,
General Manager, Personnel

SUBJECT: Civil Service Commission Rule Change 77-7
Amendments to Civil Service Commission Rule 32-
Lay-Off.

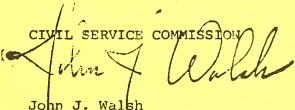
At its Special Meeting on June 15, 1978 the Civil Service Commission adopted amendments to Civil Service Commission Rule 32 - Lay-Off. This change is to be posted on your Amendment Control Sheet (page vi) as Rule Change Number 77-7.

Attached are reissued pages 69, 69a, and 69b as well as new pages 69c, 69d, 69e, 69f, 69g, and 69h reflecting the changes made by the Civil Service Commission and the renumbering of page 69c to page 69h. The reissued pages replace corresponding pages in the 1972 edition of the Civil Service Commission Rules. Please add the new pages to the Rules.

Amended pages of both the Subject Index and the Table of Contents will be issued shortly incorporating the changes required in indexing, page renumbering, and rule title change.

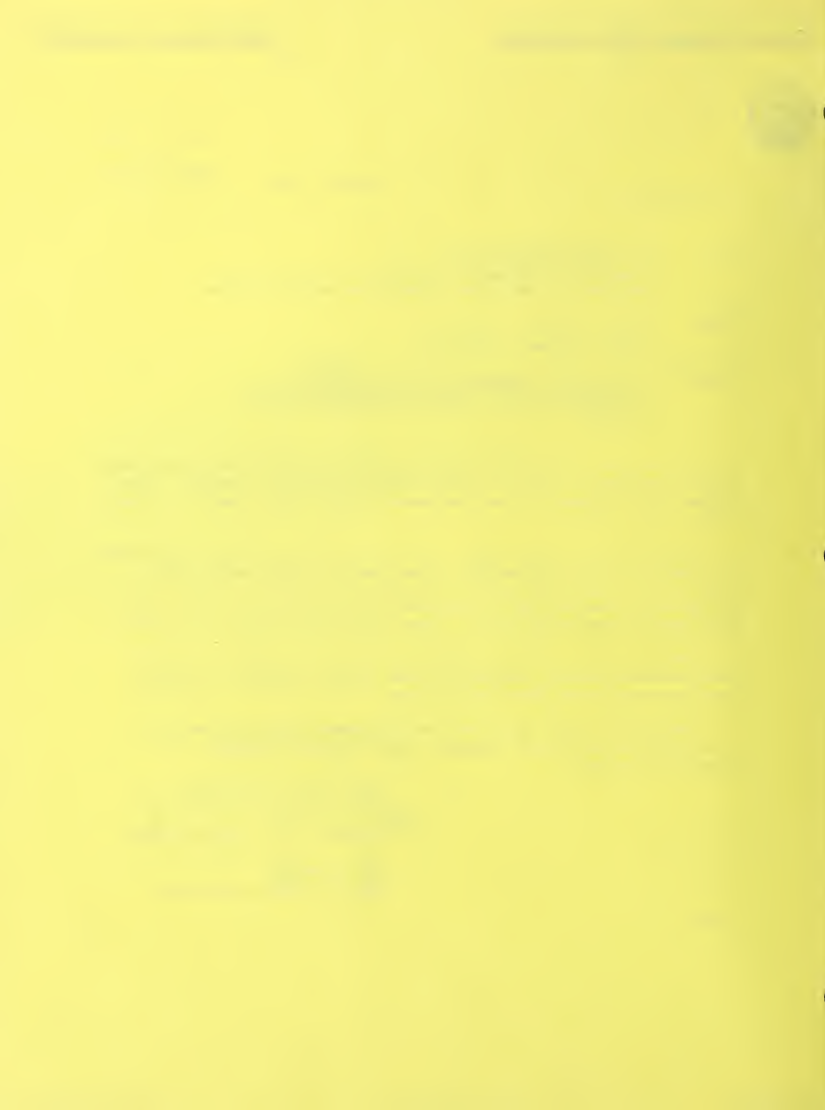
Additional copies of all new and replacement pages are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 154A City Hall.

CIVIL SERVICE COMMISSION



John J. Walsh
General Manager, Personnel

JJW/vl





APR 25 1978

April 18, 1978

DOCUMENTS DEPT.
S.F. PUBLIC LIBRARYMEMORANDUM

To : All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

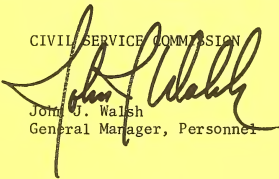
From : John J. Walsh
General Manager, Personnel

SUBJECT : CIVIL SERVICE COMMISSION RULE CHANGE 77-6; AMENDMENTS TO
CIVIL SERVICE COMMISSION RULE 3, SECTION 3.02 - DUTIES OF
PRESIDENT AND VICE PRESIDENT; AND TO CIVIL SERVICE COMMISSION
RULE 5, SECTION 5.09 - RULES OF ORDER.

At its meeting of April 17, 1978, the Civil Service Commission adopted amendments to Civil Service Commission Rule 3, Section 3.02 - Duties of President and Vice President and to Civil Service Commission Rule 5, Section 5.09 - Rules of Order. These amendments are to be posted on your Amendment Control Sheet (page vi) as Rule Change Number 77-6.

Attached are reissued pages 5 and 9 of the Civil Service Commission Rules reflecting these amendments. These reissued pages are to replace the corresponding pages in the 1972 edition of the Civil Service Commission Rules. Additional copies of reissued pages 5 and 9 are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 154A, City Hall.

CIVIL SERVICE COMMISSION



John J. Walsh
General Manager, Personnel

JJW/sf

Attachment

City and County of San Francisco

Civil Service Commission

February 24, 1978



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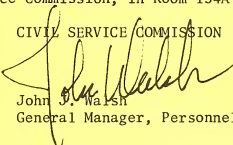
TO: All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

FROM: John J. Walsh
General Manager, Personnel

SUBJECT: Civil Service Commission Rule Change 77-5 - Addition to
Civil Service Commission Rules by Adding New Rule 40 -
Standing Committee on Charter and Rules Revision.

At its meeting of February 21, 1978 the Civil Service Commission adopted new Rule 40 - Standing Committee on Charter and Rules Revision. This is the fifth change to Civil Service Commission Rules during Fiscal Year 1977-78 and is to be posted on your Amendment Control Sheet (page vi) as Rule Change Number 77-5. Attached is a copy of new Rule 40 which is to be added to your Rules as Page 97. Also attached is reissued page ii reflecting the addition of Rule 40 to the Table of Contents; and reissued pages I, II, VII, VIII, and IX of the Subject Index reflecting the indexing of the topics of Rule 40. These pages of the Table of Contents and Subject Index are to replace corresponding pages in your Civil Service Commission Rules. Additional copies of these new and replacement pages are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 154A - City Hall.

CIVIL SERVICE COMMISSION


John J. Walsh
General Manager, Personnel



October 25, 1977

MEMORANDUM

To : All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

From : John J. Walsh
General Manager, Personnel

SUBJECT : CIVIL SERVICE COMMISSION RULE CHANGE 77-4
AMENDMENT TO CIVIL SERVICE COMMISSION RULE 31 - OVERTIME

At its meeting of October 17, 1977, the Civil Service Commission adopted proposed amendments to Civil Service Commission Rule 31 - Overtime adding Sections 31.03 and 31.04. These additions are to be posted on your Amendment Control Sheet (page vi) as Rule Change Number 77-4.

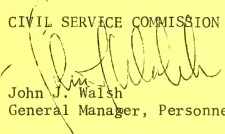
Attached are reissued Rule pages 62a, 63, 64, 65, 66, 67, 68, 69 and new pages 69a, 69b and 69c which incorporate the modification to Rule 31 on reissued pages 67 and 68 as well as the complete reissue of Rules 29, 30, 32 and 33. Also attached are reissued pages 8 and 72 for the correction of clerical errors. All reissued pages are to replace corresponding pages in the 1972 edition of the Civil Service Commission Rules.

In addition, attached is an updated Table of Contents (pages i and ii) reflecting the change in the title of Rule 6 on page i and the renumbering of the page references for Rules 29, 30, 31, 32 and 33 on page ii. These pages are to be placed at the front of your Rule Book and replace pages i and ii issued August 1, 1977.

Reissued pages III, V, VI, VII and VIII of the Subject Index reflecting all the changes necessitated by the amendment and the reissuance of these Rules are also attached. These pages should be placed in the back of your Civil Service Commission Rule Book and substitute for the corresponding pages of the Subject Index issued October 14, 1977.

Additional copies of all reissued pages are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 154(5) City Hall.

CIVIL SERVICE COMMISSION



John J. Walsh
General Manager, Personnel

JJW/sf

Attachments



August 30, 1977

MEMORANDUM

To : All Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

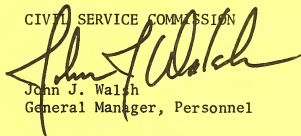
From : John J. Walsh
General Manager, Personnel

SUBJECT : CIVIL SERVICE COMMISSION RULE CHANGE NUMBER 77-3:
AMENDMENT OF RULE 19 - LIMITED TENURE APPOINTMENT; SECTION
19.11 BY ADDING SUB-SECTION 6.

At its special meeting of August 30, 1977, the Civil Service Commission had for its consideration a proposed amendment to Civil Service Commission Rule 19 - Limited Tenure Appointment, Section 19.11 adding sub-section 6.

It was the decision of the Civil Service Commission to adopt the proposed Rule change. Attached is a copy of reissued page 42 which incorporates this rule change to substitute for the corresponding page in the 1972 edition of the Civil Service Commission Rules. This amendment is to be posted on your Amendment Control Sheet as Rule Change Number 77-3. Additional copies of reissued page 42 are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 154(5) City Hall.

CIVIL SERVICE COMMISSION



John J. Walsh
General Manager, Personnel

JJW/sf

Attachment

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